



DEFENSE MAPPING AGENCY

FY 85 - 89

JOINT MANPOWER  
PROGRAM

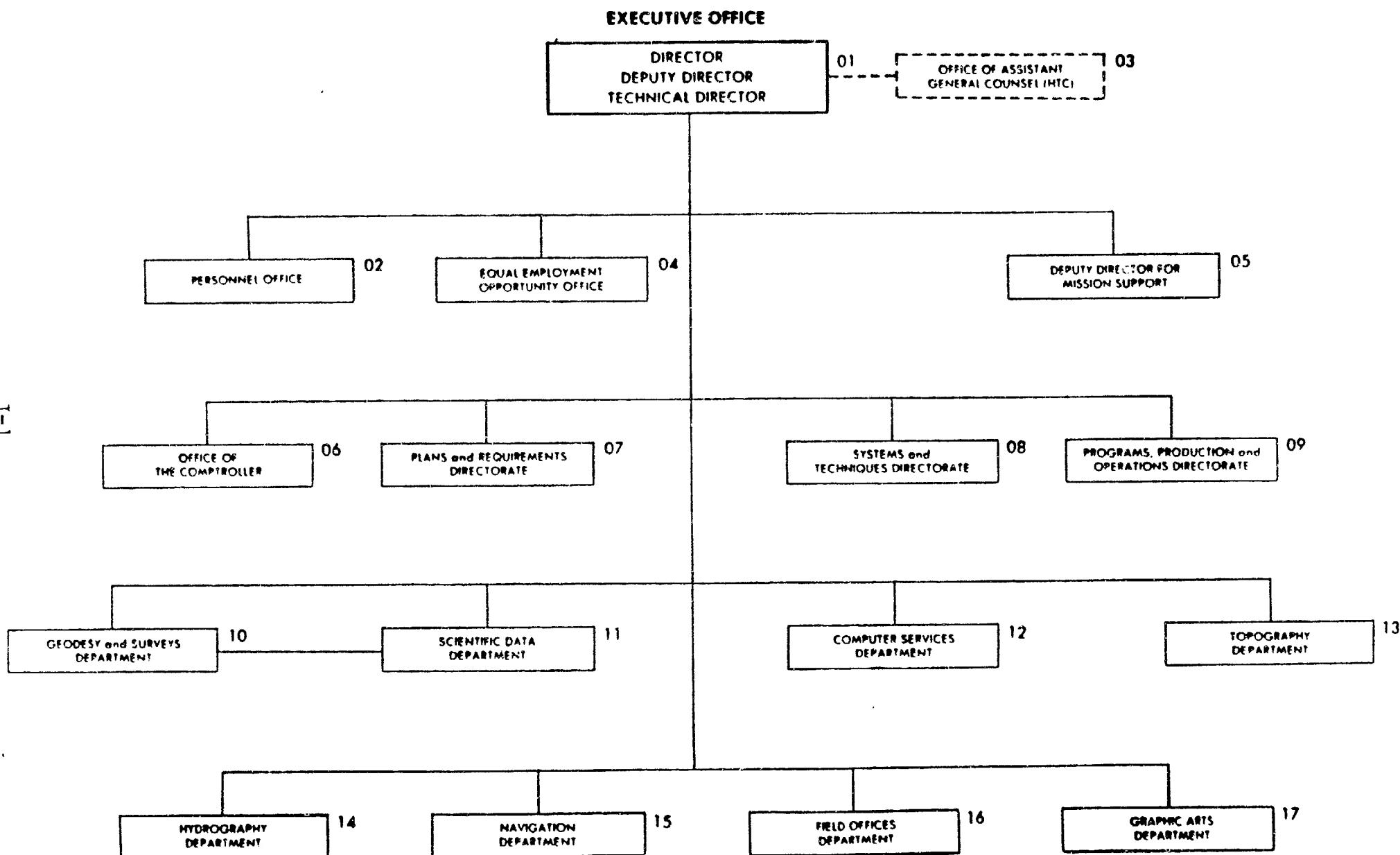
HYDROGRAPHIC/TOPOGRAPHIC  
CENTER

# **JOINT MANPOWER PROGRAM**

## **PART I**

### **ORGANIZATION AND FUNCTIONS**

# DMA HYDROGRAPHIC/TOPOGRAPHIC CENTER



DEFENSE MAPPING AGENCY HYDROGRAPHIC/TOPOGRAPHIC CENTER

Mission: The mission of the DMA Hydrographic/Topographic Center is to provide topographic, hydrographic, navigational and geodetic data, maps, charts and related products and services to the Armed Forces of the United States, other Department of Defense (DoD) and Federal Agencies, and to the Merchant Marine and mariners in general.

Functions:

1. Produce and maintain topographic, hydrographic, navigational, and geodetic data, maps, charts and related publications in direct support of the U.S. combat forces and weapons systems and the Merchant Marine and other mariners.
2. Produce and maintain point positioning and digital data bases in support of DoD weapons systems and training requirements.
3. Provide direct support to strategic and tactical combat weapons systems to include the development of new topographic, hydrographic and navigational services and support systems as required.
4. Provide technical support and guidance to U.S. Army and Marine Corps regular and reserve topographic units and monitor DoD land and sea combat systems development efforts; determine DMA support requirements and initiate appropriate capability development activities.
5. Under the authority as delegated by Director, DMA, exchange topographic, hydrographic, navigational, magnetic and geodetic information and materials with foreign countries and government and private organizations of the United States; maintain international agreements for the acquisition, control and use of data and materials.
6. Collect, process and store worldwide coverage of topographic and hydrographic maps, charts, and related data; operate and maintain the DoD Library of Topographic Maps and Related Data, the DoD Nautical Chart Reproducible File and other DoD mapping, charting, and geodesy (MC&G) libraries for nautical charts and bathymetric data.
7. Provide specialized topographic, hydrographic, and navigational studies and reports and technical advice or representation as required on national and international boards, committees and commissions.
8. Coordinate and monitor research, development, test and evaluation activities in support of the mission.

9. Improve the productivity of mapping, charting, and allied production systems, the effectiveness of geodetic, mapping, and charting services and products, and the delivery of required products and services.

10. Accomplish the DMA Geodetic and Geophysical Surveys Program; conduct conventional and satellite geodetic surveys and provide astronomic and geodetic satellite positioning data for U.S. weapons systems. Acquire, analyze, reduce and evaluate geodetic and geophysical information required by DMA and other DoD agencies; operate and maintain the DoD Geodetic Library.

11. Operate and maintain the DoD Foreign Place Names Library; provide linguistic and geographic names servicing to the DoD and other Federal Agencies, and provide foreign place names technical staff support to the U.S. Board of Geographic Names.

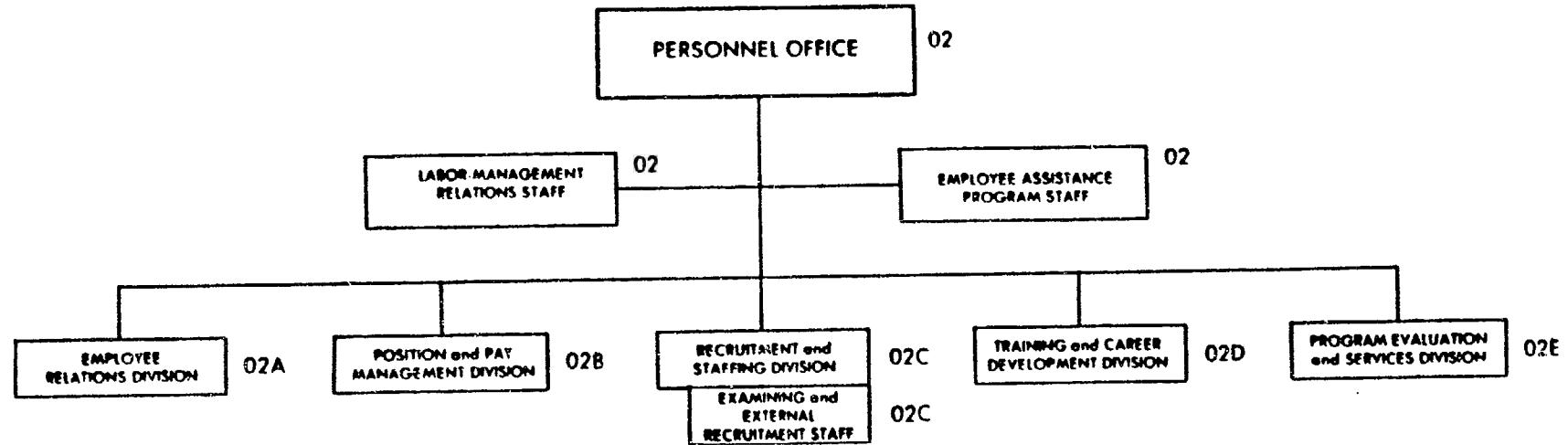
12. Maintain reproducibles of maps, charts, publications, and related material for mobilization purposes and arrange for commercial printing assistance under the Industrial Mobilization Production Plan.

OFFICE OF THE DIRECTOR

Mission: Manage the broad programs to accomplish the assigned mission and exercise command of the DMA Hydrographic/Topographic Center and its components.

Functions:

1. Provide overall direction to staff and line elements involving scientific and technical systems, programs and applications; and the design and production of DMA Hydrographic/Topographic Center products and services.
2. Provide advice and assistance on MC&G matters to the Director, DMA.
3. Assess the state-of-the-art of MC&G matters to the Director DMA.
4. Appraise the objective, scope and content of scientific and technical concepts, systems, and proposals relating to MC&G matters to ensure they are founded on sound principles; assess progress on programs in research and development and provide redirection as required to improve effectiveness.
5. Provide technical consultant service to DoD, interagency and DMA working groups for planning joint agency execution of hydrographic, topographic, and geodetic programs.
6. Carry out the statutory responsibilities assigned under U.S.C. Title 10, Chapter 639, Sections 7391, 7392, 7393, 7394, and U.S.S. Title 44, Chapter 13, Section 1336 for producing nautical charts and marine navigation data for the use of all vessels of the United States and of navigators generally.
7. Execute DoD responsibilities under interagency and international MC&G agreements as related to hydrographic, topographic and geodetic matters; provide scientific and technical direction as consultant, representative and/or advisor to DoD, interdepartmental and international working groups on these MC&G matters.



02 PERSONNEL OFFICE

Mission: Responsible for the development and conduct of a comprehensive personnel management program for the Center; and for providing a variety of services to the Defense Mapping School; DMA Special Program Office for Exploitation Modernization; and the Office of Distribution Services. Provide full personnel services to HQ DMA.

Functions:

1. Adapt DMA and OPM policies and programs to the personnel management needs of the Center and serviced Components.
2. Provide personnel management advice and guidance to the Component Directors and line managers.
3. Develop, conduct and maintain supervision over the functional areas of personnel training, position classification and pay administration, employment, employee development, employee information services, labor relations, and employee relations and services.
4. Design and administer programs which increase the motivation, production, welfare and morale of civilian personnel of the Center and other serviced Components.
5. Establish a productive working relationship with all employee representative groups. Provide counseling and advisory services to employees in helping them to resolve their concerns.
6. Provide a personnel program based on equal opportunity for all and assure that all actions are based on merit. Assist HTC and serviced activity management in carrying out their EEO responsibilities.

LABOR MANAGEMENT RELATIONS STAFF

Functions:

1. Develop policies and procedures for the implementation of a labor relations program.
2. Develop and administer an overall Center labor-management relations program.
3. Serve as resource to all levels of management on all Labor-Management Relations activities by interpreting the provisions of Title VII, appropriate decisions of the Federal Labor Relations Authority, the General Counsel, the Courts and arbitrators and guiding and advising management accordingly.
4. Represent the Center in disputes and investigations before the FLRA, the General Counsel, Administrative Law Judges and Arbitrators.

5. Develop and train all levels of management to assure their ability to deal in Labor Management Relations matters to both assert management's rights and avoid unnecessary litigation.

6. Develop and train negotiating team members to assure their readiness and ability to represent the best interests of the Center and DMA, DOD and the Federal Government.

7. Serve as a member of all negotiating teams in the Center to assure continuity and consistency in dealing vis a vis all exclusive representatives.

8. Determine, express and defend the Center's position in regard to questions of negotiability of union or management proposals in negotiations, processing of ULP's and grievances.

9. Oversee the processing of grievances under the negotiated grievance procedure; making determinations as to grievability and arbitrability as necessary.

#### EMPLOYEE ASSISTANCE PROGRAM STAFF

##### Functions:

1. Administer the Employee Assistance Program.

2. Provide confidential counseling to employees with personal problems such as alcohol or chemical dependency and emotional or financial instability which contribute to inadequate job performance.

3. Conduct supervisory and employee training related to problem awareness and treatment.

4. Provide advice and consultation to managers and supervisors.

#### 02A EMPLOYEE RELATIONS DIVISION

Mission: Develop and implement an employee relations and services program for the Center and other serviced Components.

##### Functions:

1. Develop policies and provide advice and guidance on leave administration, political activities and employee conduct.

2. Develop policies and plans for discipline and adverse actions. Provide advice and guidance on individual disciplinary cases. Evaluate supervisory employee practices.

3. Develop policy and procedures on grievances and appeals. Provide advice and guidance on individual cases.

4. Develop policy and guidance for management on merit pay, performance evaluation and recognition program.

5. Administer special programs, e.g., blood donor, charity drives, community relations, expressions of appreciation, commendations, etc.
6. Conduct exit interviews.
7. Manage the employee benefit programs, including Life and Health Insurance, and Preretirement and Retirement Counseling.
8. Offer assistance to families of deceased employees.
9. Arrange for special and recurring physical examinations; provide for preventive medicine and occupational health program services.
10. Maintain liaison with other federal agencies and with local health authorities on matters concerning injuries to, or the health of employees.

02B POSITION AND PAY MANAGEMENT DIVISION

Mission: Develop, implement and administer programs for position classification and pay management within the Center and other serviced Components.

Functions:

1. Conduct position classification surveys to ensure the adequacy and accuracy of job descriptions and the proper evaluation of positions.
2. Conduct a continuing program of position management assistance, including advice and instruction in position design.
3. Review position structures to ensure consistency with sound position management principles and grade evaluation standards.
4. Participate in area wage surveys.
5. Structure positions to implement reorganization of Components and to meet functional requirements.
6. Analyze, evaluate and make recommendations to DMA and the OPM on position classification and job grading appeals and to the Federal Employees Authority on the position classification and job grading implications of adverse action appeals.
7. Determine the exempt or nonexempt status of all positions with regard to the Fair Labor Standards Act.
8. Establish competitive levels for all positions for reduction in force purposes.

02C RECRUITMENT AND STAFFING DIVISION

Mission: Develop and administer a complete recruitment and placement program to meet the manpower needs of HTC and Components serviced.

Functions:

1. Analyze civilian skill requirements reflected in JTD and other documents which reflect future manpower needs. Based on these projections, plan employment and staffing programs to ensure optimum utilization of manpower resources.
2. Develop and implement the local Merit Staffing Program.
3. Administer and manage recruitment activities necessary to meet manpower requirements and special emphasis program requirements.
4. Administer inservice placement programs, e.g., promotions, reassessments, details, and reductions in force.
5. Provide staffing service for Upward Mobility Program.
6. Prepare PCS orders for incoming transfers, and assist employees in preparing claims for PCS travel entitlements.
7. Provide counseling services for PCS and TDY moves regarding entitlement and emergency situations.
8. Interpret, formulate and maintain personnel regulations relative to employment. Provide advice and guidance in this area.
9. Provide preemployment services to recruited personnel.
10. Conduct new employee induction orientation.

EXAMINING & EXTERNAL RECRUITMENT STAFF

Functions:

1. Administer and coordinate special examining and recruitment authorities delegated by the Office of Personnel Management.
2. Conduct a college recruitment program to meet skill shortages.
3. Administer a variety of special emphasis programs including summer employment, Federal Equal Opportunity Recruitment Program (FEORP), handicapped employment, etc.

02D TRAINING AND CAREER DEVELOPMENT DIVISION

Mission: Provide advisory and staff assistance in all phases of the civilian career development and training program, identification of employee development needs, and selection and scheduling employees for training.

Functions:

1. Implement DMA, DoD, and OPM policy and the provisions of the Government Employees Training Act.
2. Advise management on annual determination of training needs and develop annual training plan and budget.
3. Advise the ERMO and ERB and provide guidance to the Training Committee.
4. Arrange for the conduct of training.
5. Evaluate the Training Program.
6. Determine the training needs of civilian personnel in conjunction with line and staff officials.
7. Operate and maintain in-house training programs that provide specialized training of a professional nature. Develop courses of instruction, training aids, examinations and rating systems; evaluate results and efficiency of training.
8. Develop data on training requirements for inclusion into the financial plans.
9. Cooperate with other government agencies, educational institutions and industrial organizations with respect to employee training; develop tests, training guides and materials for issuance to educational institutions; guide and assist instructors in schools where cartography is sponsored.
10. Administer the DMA Executive Development, MC&G Professional and MC&G Technical Career Programs, for Component serviced.
11. Arrange off-campus college degree programs with local universities.
12. Provide clerical support to the Executive Resources Management Officer (ERMO) and local Executive Resources Boards (ERB).
13. Provide professional educational and career counseling for all employees.
14. Provide counseling and monitor developmental training for employee programs such as upward mobility, worker trainee and veteran's readjustment programs.
15. Maintain cost data for all training conducted; effect improvements that will increase training programs' efficiency.

02E PROGRAM EVALUATION AND SERVICES DIVISION

Mission: Provide personnel services to managers of field elements and other DMA Components serviced, including evaluation of personnel

management operations and supervision of HTC onsite personnel specialists and assistants. Coordinate policy guidance among various elements and components, and insure timely attention to problems or requests for services. Prepare or consolidate statistical reports for higher headquarters and for use of line management.

Functions:

1. Provide contact point for services to other DMA Components serviced, and for field elements of the Center.
2. Conduct periodic evaluation of personnel program operations in all field elements, and evaluate effectiveness of policy guidance and service being provided by the Personnel Office.
3. Supervise personnel specialists and personnel assistants in HTC field elements.
4. Represent the Personnel Officer in meetings and conferences with managers of serviced components.
5. Maintain service records Official Personnel Folders, and data on civilian personnel strength; prepare required reports, verify or monitor information or reports required in the Personnel Data System.
6. Administer the Freedom of Information Act and Privacy Act of 1974 as they apply to the civilian personnel function.
7. Administer the Personnel Data System for the Center and serviced Components. Maintain automated files and provide products required to support other personnel functional areas and management officials.

OFFICE OF ASSISTANT GENERAL COUNSEL (HTC)

Mission: Serve as Defense Legal Services Agency (DLSA) legal adviser to Director DMAHTC, and his staff on all matters concerning activities of the Center, and furnish legal services to the General Counsel, DMA.

Functions:

1. In carrying out responsibilities as DLS legal adviser, render legal opinions and interpretations of laws and regulations concerning admiralty and international law, procurement, fiscal, patents, claims, military and civil affairs, and general administrative law matters as they relate to Component activities.
2. Unless otherwise directed by HQ DMA GC, prepare the Center case in all litigation arising out of the HTC operations, including drafting pleadings, motions, interrogatories, etc., as required. Prepare litigation reports for the HQ DMA GC, the Department of Justice and the U.S. Attorney's offices and assist throughout the litigation, including appearance in court when required.
3. Act as HTC representative in contract disputes before the Armed Services Board of Contract Appeals in all cases and before the Court of Claims when required. Advise contracting officers on all final decisions involving disputes. Act as Government trial Attorney in contract appeals.
4. Review and recommend actions or make Center decisions on all claims against the Government arising out of HTC activities. Coordinate with HQ DMA, and/or Justice Department in deciding claims with unique legal policy questions, or which may involve the Government in highly publicized litigation. Decide claims based on investigation, findings of fact and conclusions of applicable laws, so that final Center decision will be in proper posture for judicial review. Coordinate with Army Claims Service in tort and other claims administered by them.
5. Coordinate and advise on all denials of information requested under the Freedom of Information and Privacy Acts. Coordinate with HQ DMA GC on all denials for requests of agency information.
6. Review contractual documents for legal sufficiency prior to advertising in most cases and award. Coordinate with Contracting Officer in answering bid protests to the General Accounting Office; prepare final HTC report to the HQ DMA GC and when directed by HQ DMA GC, represent Center during consideration of bid protests.
7. Under the direction of HQ DMA GC, draft implementing international agreements, letters of understanding, etc., as required.
8. Represent HTC on all administrative hearings, including MSPB and EEOC. Advise the EEO office on the disposition of complaints under current law.

9. Administer Federal Claims Collection Act policies for ETC claims in favor of the Government and forward to HQ DMA for the referral to the Comptroller General or the Justice Department as appropriate. Prepare litigation report when a civil suit is proposed.

10. Administer the legal assistance program for assigned military personnel.

11. Coordinate with HQ DMA GC on all legal questions of agency wide impact.

12. Serve as initial denial authority for Freedom of Information Act requests.

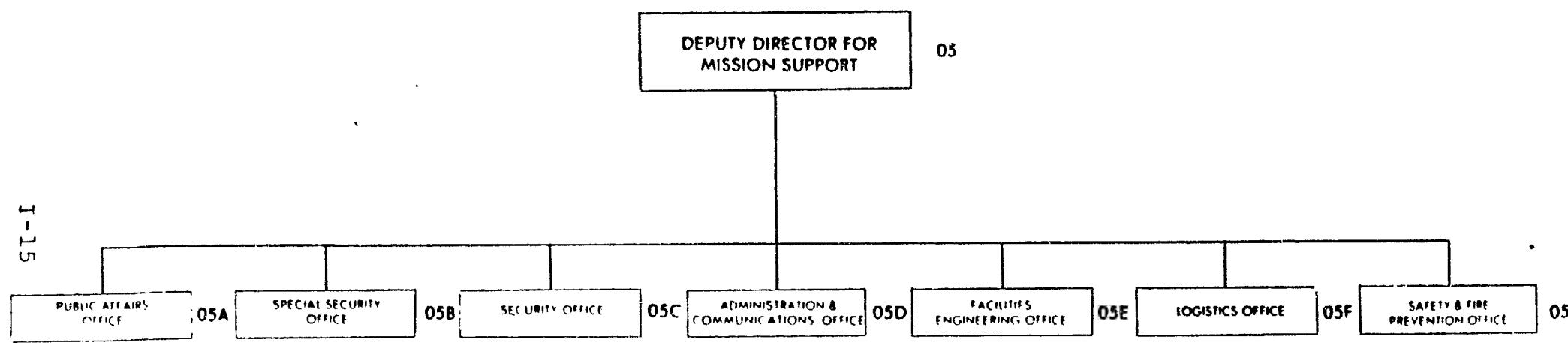
13. Serve as Standards of Conduct designated deputy counselor; and execute responsibilities in the Center's Standards of Conduct program.

EQUAL EMPLOYMENT OPPORTUNITY OFFICE

Mission: Provide the program management for the Center Equal Employment Opportunity (EEO) Program.

Functions:

1. Plan and administer the Center EEO and Affirmative Action Program including the Federal Women's Program and Hispanic Employment Program.
2. Update the Affirmative Action Multiyear Program Plan for the Center and provide an Annual Accomplishment Report.
3. Maintain data on minority and women employees; analyze the data for corrective action during the update of the Affirmative Action Multiyear Program Plan.
4. Participate in the personnel management program to ensure that EEO is given full consideration in the development of personnel policies and procedures.
5. Develop cultural and educational programs to improve employees' understanding and appreciation of the various ethnic backgrounds.
6. Review and coordinate the Affirmative Action Plans of its field offices, and consolidate with the Center Plan.
7. Provide a cadre of trained EEO Counselors to employees.
8. Process complaints of discrimination and coordinate with HQ DMA (POE).
9. Act as a point of contact and participate in activities of minority and women organizations.
10. Advise Center managers on EEO related problems.
11. Develop proposed recommendations for resolving unique problems related to EEO.
12. Assist in the development and implementation of the Center's procedures for the recruitment of minorities and women.



05 DEPUTY DIRECTOR FOR MISSION SUPPORT

Mission: Manage the Public Affairs, Security, Special Security, Logistics, Administration and Communication, Facilities Engineering, and Safety and Fire Prevention Offices.

Functions:

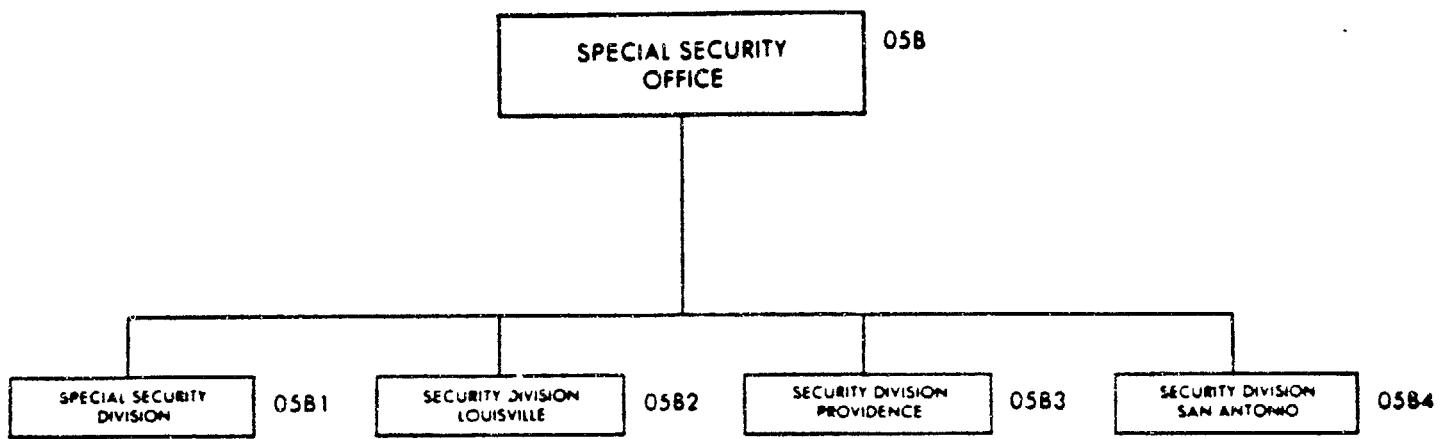
1. Supervise and coordinate the activities of the mission support staff elements (Public Affairs Office, Security Office, Special Security Office, Logistics Office, Administration and Communication Office, Facilities Engineering Office, Safety and Fire Prevention Office).
2. Direct or monitor the mission support staff in carrying out decisions, plans, and other actions.
3. Review mission support staff actions for adequacy and approval as appropriate.
4. Authenticate policy, procedural and guidance regulations issued by the Center.
5. Provide support to HQ DMA in designated mission support areas.
6. Provide policy guidance and direction to mission support activities.

05A    PUBLIC AFFAIRS OFFICE

Mission: Plan and conduct programs to inform personnel of the assigned mission; inform the public about ETC and promote harmonious relations with the community.

Functions:

1. Establish, conduct and monitor internal and external information programs for the Center, including exhibits, news releases and visitor programs.
2. Inform Center elements of public attitudes and provide advice and guidance in the field of public relations.
3. Solicit, write, edit, and coordinate information published in the Center newspaper; prepare, arrange for publication, and monitor distribution of the Center newspaper.
4. Provide public affairs still photography services.
5. Provide all protocol arrangements and coordination for the reception and control of U.S. and foreign visitors to ETC.
6. Provide support to HQ DMA Office of Public Affairs as requested. In coordination with HQ DMA PA, participate in the overall DMA Public Affairs Program.
7. Monitor and coordinate responses required under the Freedom of Information Act.
8. Insure that Center papers presented before professional meetings and symposiums meet quality standards, conform to security requirements and are in consonance with DMA policies.
9. Administer the Center's pamphlet and brochure program, serving as the checkpoint, both in assembly and production, of the promotional and informational tracts and in their dissemination.



05B

SPECIAL SECURITY OFFICE

Mission: Administer and implement within the Center, national, DoD and DMA policy and directives governing receipt, use, dissemination and destruction of Sensitive Compartmented Information (SCI) including providing rapid and secure means for the receipt and dissemination of SCI material. These responsibilities are accomplished through the DMA Special Security Officer System which is an element of the Defense Special Security System. Manage the security activities in the field offices.

05B1

SPECIAL SECURITY DIVISION

Functions:

1. Provide SCI support to the Center, subordinate elements, and other organizations by agreement or contract.
2. Advise and assist the Director in the control and utilization of SCI.
3. Provide a rapid and secure means for the communication of SCI information and data between the Center and other authorized facilities.
4. Formulate security policy and provide guidance for the planning, construction and operation of SCI facilities.
5. Control personnel security with respect to SCI accesses.
6. Establish policies and procedures to assure the proper storage, handling and safeguarding of SCI information and materials.
7. Sanitize MC&G products derived from SCI sources.
8. Conduct periodic SCI security inspections of Base Plant, field offices and at contractor facilities, which have been placed under the SCI security cognizance of the Center.
9. Develop policy and provide guidance and, assistance to the Security Divisions located at the field offices and to Contractor SSOs.
10. Conduct the SCI Security Education Program at Base Plant.
11. Establish Center telecommunications security policy.
12. Provide Center policy, guidance, and advice to the Center components for the control of compromising emanations (TEMPEST). Serve as the TEMPEST coordinating officer for the Center. Budget and arrange for all TEMPEST testing in the Center.
13. Establish Center ADP security policy and guidelines.

05B2 SECURITY DIVISION LOUISVILLE

Functions:

1. Perform SSO/TCO activities for the Louisville Office; advise and assist the Director, LUO, in the control and utilization of SCI and of collateral security information and records.
2. Manage the field office special and collateral security programs, to include physical, personnel, and installation security; formulate, implement, and enforce security policy in consonance with existing regulations; provide guidance in planning, construction, and operation of secure areas.
3. Enforce SCI regulations relating to the special requirements for the protection of SCI; assure the proper control, storage, handling, and safeguarding of all SCI and collateral material.
4. Control personnel and material access; establish guard force requirements and procedures; coordinate activities of civilian guards.
5. Initiate security clearance actions of assigned personnel; maintain security intelligence files, records, and reports; conduct security interviews and preliminary investigations; report through SSO/TCO channels any infractions and violations of SCI regulations within the field offices or by office employees.
6. Furnish staff supervision concerning the classification, reclassification control or destruction of classified information; review products for public release.
7. Control of transmission of SCI data for the office.
8. Prepare emergency plans for civil disturbance or disaster.
9. Initiate and maintain liaison with local civilian and military law enforcement, protective, and intelligence agencies.
10. Sanitize MC&G products derived from SCI sources as authorized by the Director, HTC.
11. Conduct a Security Education Program.

05B3 SECURITY DIVISION PROVIDENCE

Functions:

1. Perform SSO/TCO activities for the Providence Office; advise and assist the Director, PVO, in the control and utilization of SCI and of collateral security information and records.
2. Manage the field office special and collateral security programs, to include physical, personnel, and installation security;

formulate implement, and enforce security policy in consonance with existing regulations; provide guidance in planning, construction, and operation of secure areas.

3. Enforce SCI regulations relating to the special requirements for the protection of SCI; assure the proper control, storage, handling, and safeguarding of all SCI and collateral material.

4. Control personnel and material access; establish guard force requirements and procedures; coordinate activities of civilian guards.

5. Initiate security clearance actions of assigned personnel; maintain security intelligence files, records, and reports; conduct security interviews and preliminary investigations; report through SSO/TCO channels any infractions and violations of SCI regulations within the field office or by field office employees.

6. Furnish staff supervision concerning the classification, reclassification control or destruction of classified information; review products proposed for public release.

7. Control of transmission of SCI data for the office.

8. Prepare emergency plans for civil disturbance or disaster.

9. Initiate and maintain liaison with local civilian and military law enforcement, protective, and intelligence agencies.

10. Sanitize MC&G products derived from SCI sources as authorized by the Director, HTC.

11. Conduct a Security Education program.

05B4

#### SECURITY DIVISION SAN ANTONIO

##### Functions:

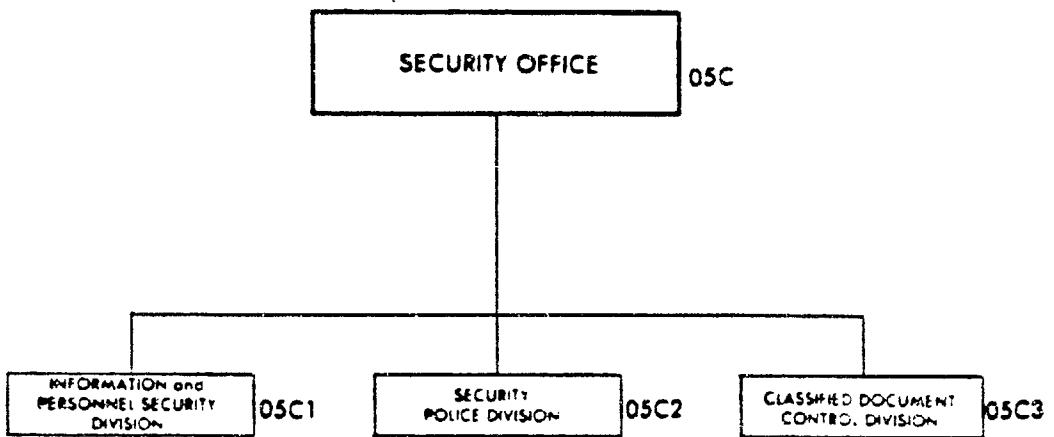
1. Perform SSO/TCO activities for the San Antonio Offices; advise and assist the Director, SXO in the control and utilization of SCI materials and of collateral security information and records.

2. Manage the field office special and collateral security programs, to include physical, personnel, and installation security; formulate, implement, and enforce security policy in consonance with existing regulations; provide guidance in planning, construction, and operation of secure areas.

3. Enforce SCI regulations relating to the special requirements for the protection of SCI; assure the proper control, storage, handling, and safeguarding of all SCI and collateral material.

4. Control personnel and material access; establish guard force requirements and procedures; coordinate activities of civilian guards.

5. Initiate security clearance actions of assigned personnel; maintain security intelligence files, records, and reports; conduct security interviews and preliminary investigations; report through SSO/TCO channels any infractions and violations of SCI regulations within the field office or by field office employees.
6. Furnish staff supervision concerning the classification, reclassification control or destruction of classified information; review products proposed for public release.
7. Control of transmission of SCI data for the office.
8. Prepare emergency plans for civil disturbance or disaster.
9. Initiate and maintain liaison with local civilian and military law enforcement, protective, and intelligence agencies.
10. Sanitize MC&G products derived from SCI sources as authorized by the Director, HTC.
11. Conduct a Security Education Program.



05C SECURITY OFFICE

Mission: Administer the security programs of the Center; and administer the Classified Document Control program.

05C1 INFORMATION AND PERSONNEL SECURITY DIVISION

Mission: Formulate and execute the Center Information and Personnel Security Program.

Functions:

1. Assure control of classified defense information and records except for Top Secret, JCS, and COSMIC/NATO.

2. Manage the Center Security Program, in the areas of information (except for Top Secret, JCS, and COSMIC/NATO), personnel, and industrial security.

3. Furnish staff supervision in the classification, reclassification and control of security information; maintain close coordination with elements involved in the security review of information proposed for public release and in the review of unclassified but sensitive information and products for public release.

4. Establish, develop and administer the Center's security education program.

5. Initiate security clearance actions for civilian and military personnel, maintain security files, records and reports; accomplish subject interviews and preliminary inquiries regarding suitability leads. Adjudicate clearances for collateral security.

6. Implement security inspections of Center, Field Offices and Detachments, and subordinate facilities, making recommendations to correct any deficiencies noted.

7. Combination for safes and locks within the Center: Maintain and repair all security locking devices; and, document change combinations as needed and repair security locking devices/security containers.

05C2 SECURITY POLICE DIVISION

Mission: Manage the Center installation physical security program.

Functions:

1. Provide law enforcement services for the protection of personnel, facilities, and resources. Conduct training for security police.

2. Control personnel entry into and circulation within the installation.

3. Issue and control all identification media for Center personnel and visitors.
4. Maintain systems for vehicle registration and traffic control.
5. Maintain custody and records of lost and found articles.
6. Prepare emergency plans for riot control and disaster contingencies.
7. Control installation parking to include carpool, vanpool and handicap parking.
8. Issue keys to authorized personnel, maintain records and control system.
9. Maintain systems for personnel identification.

05C3

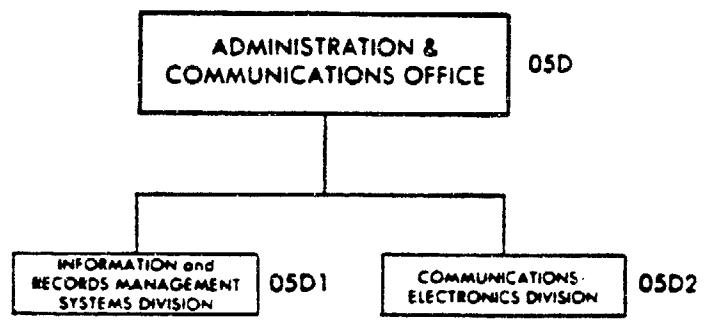
CLASSIFIED DOCUMENT CONTROL DIVISION

Mission: Manage the Center Top Secret, JCS and COSMIC/NATO Subregistry Security Systems.

Functions:

1. Provide technical and administrative guidance and establish security policy for Top Secret/Secret and COSMIC/NATO and JCS documents.
2. Establish and develop systems to ensure personnel are briefed, debriefed and rebriefed prior to permitting access to International Pact Organization and JCS classified information.
3. Control the dissemination of Top Secret documents within the Center and to other authorized agencies.
4. Establish, develop and administer the HTC destruction program for all Top Secret, JCS, COSMIC/NATO and Foreign Government classified material.
5. Interpret National and International regulations and policies concerning IPO materials, and establish procedures and provide advice for HTC and its control points. Serve as a subregistry over authorized control points.
6. Provide a U.S. Postal registry service.
7. Establish procedures for preparation of all collateral classified shipments to be entered into Armed Forces Courier Service.
8. Ensure that classified material is received and receipted for by authorized personnel.

9. Conduct internal security inspections at base plant to ensure compliance with established security procedures for Top Secret, JCS and COSMIC/NATO classified materials.
10. Provide HTC and serviced elements with interpretation and guidance on protective systems required to safeguard all levels and types of classified materials.
11. Receive, process, and release classified documents.



05D

## ADMINISTRATION AND COMMUNICATIONS OFFICE

Mission: Formulate and administer the Center's programs for records, reports, forms, correspondence, publications and telecommunications; provide audio visual communications, mail, messenger, and file services. Provide special services and support to HQ DMA to include forms and directives management, courier service, distribution of publications, supply of blank forms, and records storage and retirement. Serve as the point of contact and provide program orientation and administration for the Privacy Act.

### Functions:

1. Initiate and control maintenance contracts for telephone and communication equipment.
2. Operate the audiovisual equipment for the Center; provide an in-house program for the training of personnel operating telecommunication facilities and equipment furnished by the Administration and Communications Office.

05D1

## INFORMATION & RECORDS MANAGEMENT SYSTEMS DIVISION

Mission: Develop, implement, and administer the Center's Information and Records Management System Programs to include--Forms, Directives, Publications, Supply, Correspondence, Reports, Records and Copy Management Programs. Oversee procurement of administrative printing and publications. Recommend procedures for quality improvement and cost reduction. Provides support for the above programs to HTC, SPOEM, HQ DMA, IAGS, and ODS.

### Functions:

1. Administer and implement the Reports Management Program; assist in development and use of legal reports, evaluate need for data and measure against time and money spent for reporting; make periodic review of internal and external reports; advise and assist managers in analyzing, formulating, and revising reporting requirements. Prepare annual Information Collection Budget for DMAHTC as it relates to Public Law 96-511 of 1980, "Paperwork Reduction Act." Interfaces with and supports the Information Resources Management Program.
2. Develop and administer Forms Management Programs; control and approve the creation, revision, production, supply and use of forms, to include forms design and analysis. Assignment of identifying information, and printing and packaging specifications.
3. Administer the Distribution Management Program; provide initial distribution and resupply of HTC and other agencies' directives and administrative publications; obtain, store, and issue all blank forms; maintain library of other agencies' distributed items under the GPO rider program.

4. Administer the Correspondence, Directives, and Publications/Management Programs; advise, assist, and train personnel in correspondence preparation within HTC and other components as directed. Control and approve directives and publications; perform rewrite, final edit, layout, copyfitting, and reproduction copy preparation. Maintain the record, reference, and extra copy files of HTC directives and administrative publications. Maintain library of HTC publications. Coordinate with HQ DMA on technical publications developed within the Agency to assure proper management of these publications. Oversee administrative printing procurement. Coordinate, on behalf of HTC, with HQ DMA on Committee Management, to assure the function is current. Publish and maintain the DMA address directory and HTC directory.

5. Develop and administer the Records Management Systems Program; advise, assist, and train personnel in records management techniques within HTC, and other components as directed. Perform records management surveys to appraise records in order to determine retention requirement, analyze information systems, assess file contents to facilitate appraisal of file functions and activities. Provide guidance to Records Coordinators on Active and Inactive files management.

6. Develop and coordinate a Vital Records Program in order to reestablish or continue the affected organizations in times of manmade or natural disasters or emergencies.

7. Assure the Privacy Act is implemented as it pertains to recordkeeping. Coordinate with Counsel, when necessary, to ensure that HTC has met its obligations in satisfying reporting requirements mandated by the Privacy Act. Develop and coordinate privacy act training for the Center and assist HQ DMA in developing this training throughout the Agency.

8. Identify and coordinate HTC's Administrative Micrographics Systems; perform feasibility studies to identify advantages and limitations of Microforms, design fact finding surveys to determine feasibility or provide guidance to those elements performing their own; analyze information from studies and identify effective procedures for implementing systems; coordinate results with appropriate organizational elements. Provide guidance on Micrographics Programs to ODS and HQ DMA.

9. Develop and administer the Copy Management Program for HTC to assure the information is available when necessary and to assure that machines are available to serve as a convenience in accomplishing everyday tasks. Perform Copy Management studies to determine and assure that the most cost-effective methods, machines, and supplies are obtained. Develop policy and guidelines for this program for HTC. Provide assistance to ODS and HQ DMA.

10. Operate the Records Retention Center to assure the protection of all Agency records. Retain records of value and historical interest, in order to restrict filing equipment and space, which house active records. Enable reuse of computer tapes and destroy

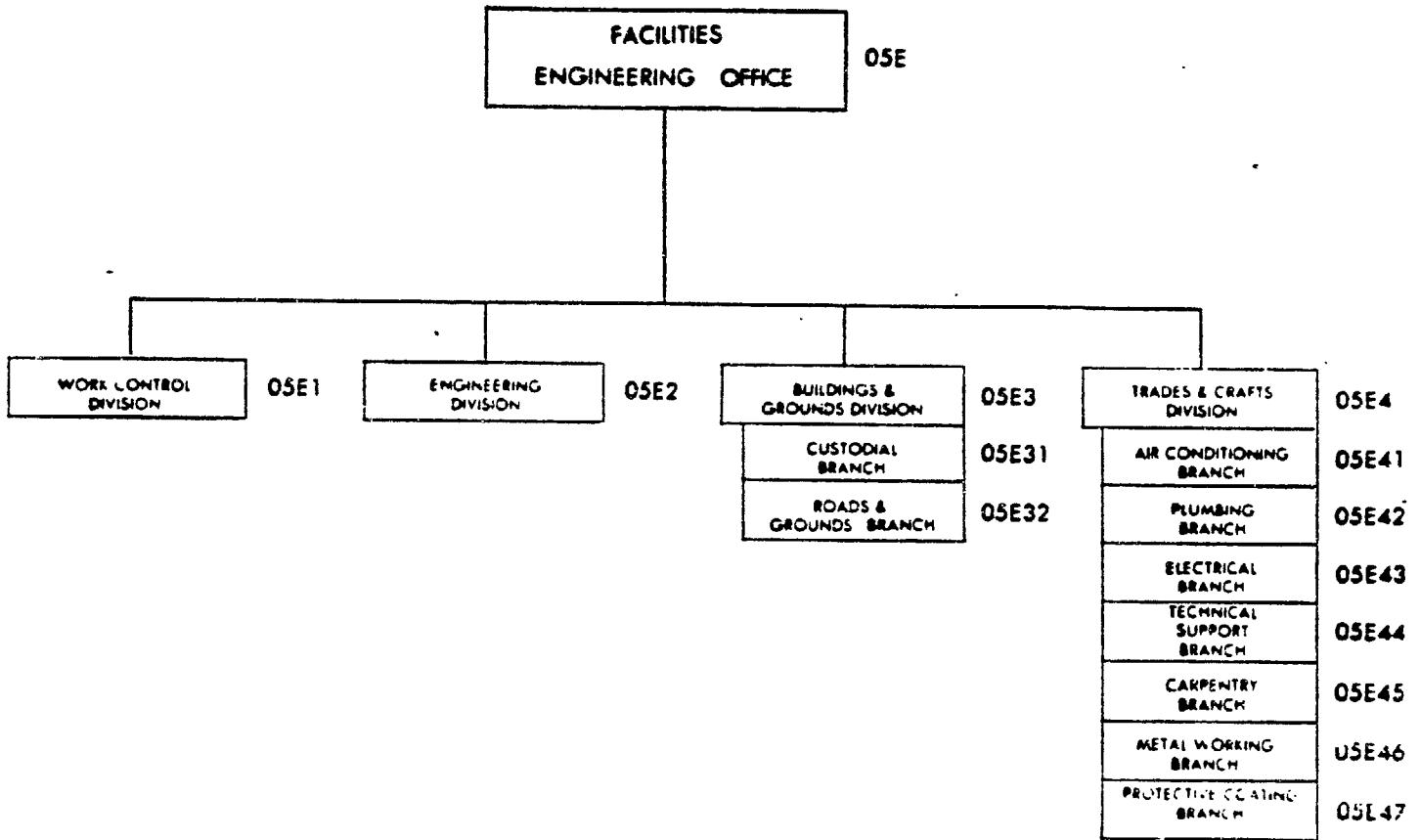
records that have served their usefulness. Negotiate and implement Memorandums of Agreement with the National Archives and Washington National Records Center. Process and transfer retired records to the Washington National Records Center and the National Archives; authorize access to topographic and hydrographic records in the National Archives.

05D2 COMMUNICATIONS AND ELECTRONICS DIVISION

Mission: Provide electronic communications services to the Center and supported activities.

Functions:

1. Furnish and control telecommunications and cryptographic services.
2. Furnish paging and announcement services within the Center complex; establish and maintain the Center personnel and organizational directory information.
3. Perform communications traffic and engineering studies for all projects involving telecommunications; implement new and revised procedures resulting from their application.
4. Process requisitions and work orders; audit and approve communications bills for payment.
5. Control the operation of the Center radio network for security control.



05E FACILITIES ENGINEERING OFFICE

Mission: Manage the Real Property Maintenance Activities (RPMA) program for the Center and its geographically separated units. Included in the RPMA program is the operation of the physical plant and its utility systems; maintenance, repair, and alteration of existing facilities; planning, design and construction of new facilities. In addition, manage the energy conservation and environmental protection program. Also prepare FE's annual financial plans and budget estimates and maintain liaison with Comptroller on financial matters.

05E1 WORK CONTROL DIVISION

Mission: Manage work assignments of FEO shops; assist in all Facilities Engineering financial matters; managing the installation real estate management and facilities utilization programs; compiling Facilities Engineering cost data; developing, preparing and submitting budget estimates, annual and in-service work plans, operation and maintenance programs including site preparation and nonappropriated funds programs; authorize the accomplishment of all work to be performed under Facilities Engineering jurisdiction, and obtain materials required for accomplishing approved in-house work.

Functions:

1. Plan, coordinate, schedule and control facilities engineer work assignments for the Buildings and Grounds Division and the Trades and Crafts Division.
2. Assist all elements of the Facilities Engineering Office in maintaining and improving physical facilities in a state of good serviceability through efficient and economic use of all resources.
3. Perform quality control evaluation of all work accomplished by Facilities Engineering personnel.
4. Evaluate Facilities Engineering work force, facilities, equipment, programs and procedures for adequacy and effectiveness; recommend corrective action.
5. Implement and monitor the data automation of Facilities Engineering records, system and procedures.
6. Obtain materials necessary for accomplishment of Facilities Engineering work through the Logistics Office or COFESS.
7. Accumulate all O&M costs of labor, general supply and materials, contracts and utilities on all active work orders and projects by cost account code.
8. Assist in the preparation of FE's annual financial plans and budget estimates.

9. Make on-site inspection of proposed work to determine layout, measurement, material, equipment and other essential data.
10. Prepare cost estimates for work requested, including the ordering of materials.
11. Provide material usage and cost information as required.
12. Develop and maintain monthly in-service work plan and work plan control room charts; adjust monthly programs, as required, to facilities scheduling and work accomplishments; process work requests from using agencies and materials requisitions.
13. Prepare Real Property Reports. Initiate real property acquisition and disposal actions.
14. Compute annual cost per square foot for operating and maintain each building in order to determine rental and utilities charges for space occupied by tenant organizations.
15. Prepare and maintain the maintenance repair and minor construction program and Real Property Maintenance Activities Reports.
16. Monitor the energy conservation program.

05E2

ENGINEERING DIVISION

Mission: Prepare technical data, engineering studies and evaluations of facilities and systems in support of mission requirements and Facilities Engineering plans and programs; provide technical assistance in development of the military construction, operation and maintenance programs and the long range work plans of the Facilities Engineering activity.

Functions:

1. Develop the technical provisions of utilities contracts and assist Procurement Officer in the negotiation of utilities contracts.
2. Maintain current file of drawings for all real estate facilities; perform drafting and land surveying.
3. Perform physical space studies and implement space allocations.
4. Inspect facilities for maintenance and repair requirements in the development of maintenance and repair contract programs.
5. Develop, prepare and submit five-year MCP and operations and maintenance programs for inclusion in the DMA Program Objectives Memorandum (POM).
6. Coordinate engineering activities with construction agencies and higher authority.

7. Exercise Facilities Engineering responsibilities for the accomplishment of work by contract.
8. Provide engineering assistance, as required, on work requests processed by Work Control Division for in-house accomplishment.
9. Provide basic design data and review plans and specifications for operation and maintenance projects and site preparation projects selected for architect and engineering design.
10. Prepare Statement-of-Work, Cost Estimates and Notices for the Commerce Business Daily, when required.
11. Assist in architect and engineering contract negotiations.
12. Provide engineering analysis and assistance, when required, to evaluate employee submitted suggestions via the Incentive Awards Program.
13. During the design phase of projects, ensure that energy conservation, pollution control and environmental impact measures, fire prevention and safety are taken into consideration.
14. Provide engineering assistance on matters involving corrosion control.
15. Provide surveillance of military construction projects and participate in meetings with the Corps of Engineers, project engineer and MCP contractors.
16. Assist in the determination of need and develop the technical provisions for service contracts and monitor service contracts.
17. Provide engineering design for O&M projects.
18. Provide engineering technical support to tenants and GSU's.
19. Develop criteria and project booklets for the Military Construction Program.
20. Review engineering designs and participate in design review meetings during the development of the design for Military Construction Program.
21. Responsible for the accomplishment of mission equipment site preparation design, construction, and installation.
22. Provide necessary technical assistance on formulation of future mission facility requirements.
23. Responsible for complete and thorough review of all projects whether design is by in-house, by Architect-Engineer firms or other Government agencies.

05E3 BUILDINGS AND GROUNDS DIVISION

Mission: Maintain and repair grounds and roads of the installation; provide custodial services; inspect contracts and monitor contract work performed for the division.

05E31 CUSTODIAL BRANCH

Functions:

1. Accomplish custodial services to maintain all Center buildings, including special cleaning services for "white room," facilities in a clean, hygenic, orderly and attractive manner.
2. Furnish passenger elevator services.
3. Collect and deliver non-classified refuse to appropriate disposal points.

05E32 ROADS AND GROUNDS BRANCH

Functions:

1. Maintain, repair, and improve roads and grounds, (including landscape planting) pavements, and all drainage systems; maintain directional signs, markers, and traffic safety devices.
2. Control and/or remove ice and snow from roads, sidewalks, parking lots and similar pavements.
3. Accomplish erosion and dust control; control vegetation to prevent ground fires.
4. Provide labor to deliver building materials to job sites and assist in relocating real property and installed mission equipment. Assist in the clean-up, etc. of jobs involving demolition work.
5. Accomplish insect and rodent control.

05E4 TRADES AND CRAFTS DIVISION

Mission: Operate, repair and maintain utility plants and systems, manage the carpentry, metal working, plumbing, electrical, heating/air conditioning, technical support and protective coating branches; and monitor and provide technical supervision of contract work performed for the division. Also coordinate all emergency and scheduled power outages and shutoffs with the utility companies to reduce minimum impact.

05E41 AIR CONDITIONING BRANCH

Functions:

1. Operate, maintain, and repair air conditioning systems, humidification equipment and mechanical ventilation and refrigeration equipment and systems.

2. Perform major maintenance and repair to boiler plant equipment and other heating equipment.

3. Operate and perform preventive maintenance to high and low pressure steam boiler plants, heating systems and steam distribution systems, supervise major maintenance and repair work performed by contractors.

4. Provide boiler water treatment in high and low pressure boilers and chilled water systems.

5. Determine fuel requirements and transmit necessary information to the Logistics Office.

05E42 PLUMBING BRANCH

Functions:

1. Maintain and repair plumbing systems including fixtures and plumbing equipment, water and sewer distribution systems, central vacuum systems, and related equipment, pneumatic and other piping and related equipment.

2. Accomplish site preparation for mission equipment and new construction work.

3. Maintain and repair high and low pressure steam and distribution systems and low pressure humidity steam generators and system.

4. Install, maintain, repair, design, and modify specialized pumping systems, chemical piping, silver recovery systems and chemical delivery systems including tank farms, pumps, valves, and related equipment supplying photoprocess water and chemicals to production equipment operated and maintained by departments.

05E43 ELECTRICAL BRANCH

Functions:

1. Accomplish activities involved in the operation, maintenance, repair and improvement of electrical equipment and systems.

2. Accomplish site preparation for mission equipment and new construction work.

3. Operate emergency power generating and distribution systems.

4. Maintain, test, install and modify proprietary systems for the control of security in buildings, vaults, and special areas.

5. Maintain, repair and install public address and related sound systems, security surveillance systems, fire alarms and similar systems.

6. Assist Logistics Office in repairs to mission equipment.
7. Coordinate and assist the power company in all high voltage switching operations.

05E44 TECHNICAL SUPPORT BRANCH

Functions:

1. Operate and maintain environmental control systems for total physically secure areas such as high acuity photogrammetric production facilities (clean room). Monitor dust particle count and provide surveillance of temperature, humidity, and static pressure in these critical mission areas.
2. Operate and maintain environmental control system for "clean room" facilities including the continuous surveillance and operation of a central supervisory control, alarm, and data logging center.
3. Maintain and repair environmental systems serving cartographic and geodetic instrumentation.
4. Operate and maintain central centrifugal water chiller system, central outside air spray type surface dehumidifiers and preconditioners, zone air conditioners with subzero heaters and final filters, laminar flow air circulating and absolute filtering systems, and air supply, exhaust, and transfer fan system.

05E45 CARPENTRY BRANCH

Functions:

1. Accomplish maintenance, repairs, and improvements to wooden or masonry buildings and structures to include the installation and repair of all Dowcraft movable type wall partitions and all raised flooring.
2. Accomplish site preparation for mission equipment and new construction work.
3. Furnish carpentry support to other elements.

05E46 METAL WORKING BRANCH

Functions:

1. Accomplish maintenance, repair, or replacement of metal components of buildings, structures, equipment and real property installed equipment.
2. Accomplish site preparation for mission equipment and new construction work.
3. Furnish metal working support to other elements to include welding, metal working and machine operations.

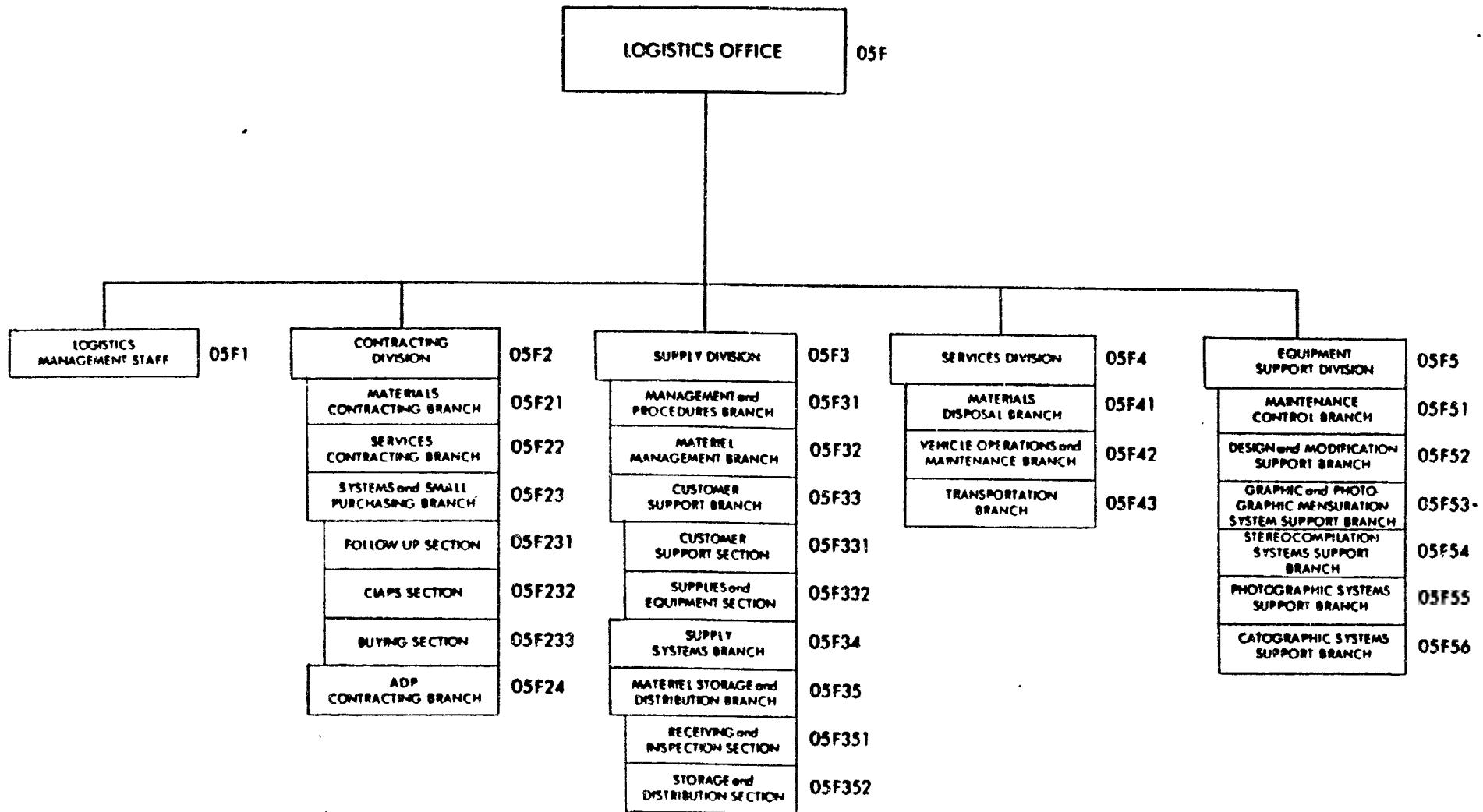
4. Assist Logistics Office in the repair of mission equipment.

5. Maintain, install/remove and repair all air compressor and vacuum systems and related equipment.

05E47 PROTECTIVE COATING BRANCH

Functions:

Accomplish glazing and painting of the interior/exterior of facilities and installed real property equipment and fabricate all signs from FEO.



05F LOGISTICS OFFICE

Mission: Establish objectives, determine policies and develop plans for logistics support at the Center to assure that all elements have equipment and materials, contractual support, maintenance services, passenger travel vehicle support and material destruction and disposal services at the times and places required. Assure the proper integration of logistics support requirements into the POM, and the O&M budget each year.

05F1 LOGISTICS MANAGEMENT STAFF

Mission: Provide logistics management assistance.

Functions:

1. Establish management objectives for each logistics functional area; establish logistics management indicators; conduct staff visits, management reviews and evaluation of methods employed for implementing, maintaining and controlling all aspects of the logistics management system. Determine, coordinate and implement procedural changes necessary to improve the system to assure compliance with DMA policies.
2. Coordinate the scheduling for receipt, installation, testing and acceptance of equipment. In cooperation with PP, PR, CM, and user departments, assist in the development of test plans to assure that the items meet contractual requirements.
3. In conjunction with PP, PR, CM, and user departments, coordinate the preparation of procurement specifications for equipment.
4. Determine maintenance requirements, develop diagnostic test procedures and job standards, effect necessary coordination with Equipment Support Division; establish and coordinate operator maintenance procedures.
5. Analyze maintenance data; determine performance reliability and maintainability of equipment; based on maintenance costs analyze equipment replacement needs; provide information to various levels of management as required.
6. Coordinate the design and obtain approval for equipment modifications.
7. Coordinate equipment requirement aspects of site preparation for new replacement equipment systems.
8. Participate in the Center equipment review processes.
9. Review documentation relative to each major item of equipment or system to determine the effect on supplies, spares and spare parts; assure that stock levels are adjusted as required. Monitor quality deficiency reporting program.

10. Provide assistance on procurement related activities such as specifications, purchase descriptions, salient characteristics, sole source justifications. By American Exemption, IFB/RFO evaluation, pre-award survey, contract administration (assistance and liaison) trial use and testing of commercial equipment and supplies.

11. Serve as Center Equipment Management Office.

12. Serve as the single point of contact for Commercial Activities Management Reviews in the Logistics Office functional areas.

05F2 CONTRACTING DIVISION

Mission: Provide procurement support for all requirements in support of the Center and other organizations serviced except for aeronautical, hydrographic and topographic products and services, and mission and target material support items.

Functions:

1. Direct and control procurement activity; provide staff assistance/surveillance; plan the procurement program; maintain liaison with other activities; inspect, review, approve, and authenticates action; analyze procurement data; coordinates procurement action/ draft communication/ conduct and attend conferences; prepare application for Contract Officer Warrant; conduct self-inspection program; monitor Procurement Training Program, DMAHTC Intern Program; and administer the Small and Disadvantaged Business Program.

2. Develop procurement policy and procedures for the Center, except MC&G Production Contracting Activities, in accordance with the Federal Acquisition Regulation (FAR), DoD FAR Supplements and the DMA FAR Supplement; interpret procurement directives and issues necessary implementing instructions; furnish staff supervision over all Center procurement activity except MC&G production contracting activities. Examine, evaluate and participate in contract pricing.

05F21 MATERIALS CONTRACTING BRANCH

Functions:

1. Accomplish current and advance procurement planning for the acquisition of highly specialized systems, investment equipment and miscellaneous material commodities in support of the mission of the Center and other organizations serviced.

2. Accomplish the procurement of assigned requirements through analysis of purchase requests, determination of appropriate contract method, solicitation, evaluation and award in accordance with applicable statutes, regulations and directives.

3. Accomplish cost and price analyses; determine reasonableness of price, and determine proposed contractor's competence to perform under contract.

4. Administer, as required, all contracts assigned and awarded for contract administration, performing Administrative Contracting Officer (ACO) and Termination Contracting Officer (TCO) duties and responsibilities as specified in FAR.
5. Monitor quality control criteria, progress payments, contract changes, etc., until the contract is completed.
6. Administer and account for all government property furnished or generated during contract performance.
7. Negotiate and effect settlement of claims and disputes.
8. Conduct all contract termination activities, and close out completed contracts.
9. Establish, maintain and retire in accordance with prescribed records management procedures all official contract files.
10. Prepare CIAPS related and non-CIAPS transactions in accordance with prescribed procedures.
11. Provide procurement status information as required.

05F22 SERVICES CONTRACTING BRANCH

Functions: Perform the same functions as Materials Contracting Branch for services contracts, i.e., construction, commercial activities (CA), R&D, rental and maintenance, and unsolicited proposals.

05F23 SYSTEMS AND SMALL PURCHASING BRANCH

Functions:

1. Accomplish current and advance procurement planning for the acquisition of requirements with a dollar value of \$25,000 or less.
2. Accomplish limited cost and price analyses to insure the intent of open competition is maintained.
3. Establish and monitor a quality control criteria that insures prompt payment of all confirmation purchase documents.
4. Establish and control management objectives for the Small Purchase Follow-up Section, CIAPS Section, and Buying Section.
5. Coordination of small purchase supply and service contracting actions with other agencies and divisions within DMA.

05F231

FOLLOW-UP SECTION

Functions:

1. Administer all purchase orders, delivery orders, unpriced purchase orders, blanket delivery orders and blanket purchase agreements and issue change orders, supplemental agreements and related negotiations and correspondence.
2. Monitor progress of vendor's performance on identified priority orders to ensure that delivery schedules are met, and work is in accordance with the terms of the order.
3. Initiate corrective actions up to and including order cancellation. Negotiate with vendor to resolve problems concerning obligations to the Government; inform vendors of action initiated to cancel the order, provide guidance to the vendor with respect to cancellation procedures.
4. Evaluate vendor performance and identify to management those that are habitually delinquent.
5. Analyze vendors invoices against Unpriced Purchased Orders to ensure the Government receives services and supplies at a fair and reasonable price.
6. Prepare all decentralized data for systems input.
7. Accomplish reconciliation of unmatched listing actions between Contracting and Base Supply.
8. Accomplish appropriate action on SF 364 (Report of Discrepancy) received from Base Supply Receiving.
9. Conduct Annual and Semiannual review of Blanket Purchase Agreements and as required review of Blanket Delivery Orders to ensure compliance of directives.

05F232

CIAPS SECTION

Functions:

1. Recieve, process, and control automated, non-automated, walkthrough and special project requisitions. Accomplish award of mailed quotations received from low responsive vendor.
2. Maintain suspense and control of customer request for cancellation; establish and maintain transitory files, control and issue manually assigned Procurement Instrument Identification, Synopsis, and Individual Contracting Action Report Numbers.
3. Maintain accountability and control of system generated listing and coding sheets. Assemble and maintain daily, monthly and as-required data decks; break down, assemble and distribute automated contracting documents to other branches and customers; prepare and mail completed orders and modifications.

4. Take appropriate action on Critical Purchase Requests; Walkthrough and special projects; and item listings; correct Error and Procurement Notice Listings.

5. Issue, receive, and file Bidder's Mailing List Application (SF 129). Accomplish renewal procedures, and assign and control Vendor Codes. Initiate data base changes, additions, and deletions. Code item description inputs.

6. Transpose written source documents to card punched inputs.

7. Acts as Data Automation Liaison. Perform interface procedure, selectively receive data from system. Assemble, analyze, and present System Critique. Establish and conduct Customer Training Program and provide system technical support.

8. Function as auditors of system input and output to ensure their interface with other automated programs. Maintain system information for public and contractor review.

05F233 BUYING SECTION:

Functions:

1. Process all requirements for supplies, services and equipment under \$25,000 which includes items from mandatory and non-mandatory General Services Administrative (GSA) contract schedules and the Federal Prison Industries.

2. Conduct negotiations with offerors to resolve outstanding issues and to arrive at a fair and reasonable price.

3. Responsible for the preparation of all CIAPS computer coding documents for award and ensures correctness and acceptability by the CIAP System.

4. Responsible for the procurement of items which are required to fulfill Agency's assigned mission.

5. Prepare synopsis for all open market purchases over \$10,000 and prepare DD Form 350 on all procurement actions over \$25,000.

6. Review procurement package to ascertain small business application and in conjunction with the Small Business Specialist prepare AF Form 3055 on all open market items or services exceeding \$5,000 where a large business is involved.

7. Responsible for the review of all item descriptions within assigned acquisition packages and conferring with technical personnel to solve any problems found.

8. Responsible for the preparation and review of all preliminary stages in the acquisition such as synopsis, sole source on brand name requirements, COTR appointments, and equipment authorization.

9. Responsible for the receipt of offers submitted as a result of price competition, analyzing the offers received from the standpoint of financial and production capability and recommending awards based on sound procurement practices.

05F24 ADP CONTRACTING BRANCH

Functions: Perform the same functions as Materials Contracting Branch except for ADP contracts i.e., hardware, software, teleprocessing, and timesharing requirements.

05F3 SUPPLY DIVISION

Mission: Direct all supply and equipment support activities for the Center to include Field Offices and GSS, and provide support to HQ DMA, ODS, DMS and SPOEM.

Functions:

1. Act as the accountable officer for all equipment and supplies at the Center and logistically supported units.
2. Act as Command and Center Stock Fund Manager for the General and Systems Support Divisions of the Air Force Stock Fund.
3. Develop the Center supply system, establish policy and procedures and general supply support programs.
4. Provide staff supervision and guidance on control and funding of supplies and equipment using the USAF Standard Base Supply System to satisfy HTC requirements.
5. Assure requisitioning, storage, and issue of supplies and equipment.
6. Administer property accounting activities and dispose of excess materials.
7. Operate self service stores.
8. Provide administrative support for supply activities.
9. Direct DMA Program for leases and loans of Government Property.

05F31 MANAGEMENT AND PROCEDURES BRANCH

Functions:

1. Conduct supply and equipment management surveillance; prescribe operating procedures for supplies and equipment.
2. Review all DMA policy guidance and AFM 67-1 revisions and program changes and instruct division personnel in new procedures to assure that the USAF/SBSS satisfies DMA requirement for supply and equipment management.

3. Provide training on USAF/SBSS procedures for division personnel and other supported elements; monitor on-the-job training and Automatic Data Processing and Punch Card Accounting Machine (ADPM/PCAM) operator training.
4. Advise on interpretation and use of the data furnished by the standard supply system.
5. Analyze and interpret data to determine effectiveness of supply support, computer utilization, personnel utilization and requirements.
6. Monitor reject listing to assure timely and corrective clearing action.
7. Manage the DMA Stock Fund Program and the Center's stock fund activities. Coordinate stock fund support with local management officials, AFLC, AFSC, DMA, AFAFC, DMAAC, and the computer support bases; develop operating programs; submit reports and prescribe operating procedures for DMA and stock fund activities.
8. Act as program administrator for all DMA, all Components, and Field Offices on leases to foreign governments and international organizations; develop, implement, refine, and coordinate procedures to manage the loan and lease program in accordance with governing directives; ensure return and disposition of Defense article upon termination of the requirement. Administer the DMA Program for leases and loans to Foreign Governments and International Organizations.
9. Administer the DMA Program for loan of DMA Property to other U.S. Government Agencies, State and local Governments and universities.

05F32 MATERIEL MANAGEMENT BRANCH

Functions:

1. Manage systems which establish requirements, and requisition supplies and equipment required to support the mission of HTC and logistically supported units.
2. Process all supply and equipment requisitions.
3. Maintain standby and special levels; monitor demand levels, exception code assignments, and due-out validations.
4. Maintain stock for all expendable supplies.
5. Dispose of excess supplies and equipment.
6. Responsible for processing the RNB/BNR/SNC listing.
7. Monitor fuel oil and motor gasoline contracts negotiated by the Defense Fuel Supply Center.

05F33 CUSTOMER SUPPORT BRANCH

05F331 CUSTOMER SUPPORT SECTION

Functions:

1. Manage and provide inventory and replenishment of bench stock.
2. Manage, maintain and control repair cycle reuseable assets.
3. Manage, maintain and operate the Center's self service stores.

05F332 SUPPLIES AND EQUIPMENT SECTION

Functions:

1. Assure compliance with DMA and DoD guidance on cataloging; assign local numbers, as required; assure maximum utilization of assets existing in the DMA and DoD inventory.
2. Maintain a valid stock number list and incorporate all changes as received; maintain item records, stock lists and the stock number directory.
3. Research selected supply and equipment requests to assist customers in obtaining the most economical and effective items.
4. Maintain stock list and technical data, catalogs, publications and other records.
5. Monitor supply discipline program.
6. Support bench stock emergency requirements.
7. Manage systems and procedures for equipment management, research and establish equipment allowance and authorization, maintain custodial receipt and loan agreements.
8. Support repair cycle emergency requirements.
9. Receive all calls and documents for materials; prepare documentation for demand processing.
10. Develop and administer a customer liaison program.

05F34 SUPPLY SYSTEMS BRANCH

Functions:

1. Operate the supply ADPM/PCAM facility.
2. Control and distribute supply documents, including ADPM output.
3. Maintain support records and other records and publications.

4. Maintain inventory schedules; assure inventory and adjustment actions are accomplished as prescribed.

5. Process and distribute all incoming supply documents; control delinquent document listings and process corrective and clearance actions; maintain a control file for all completed stock fund actions.

05F35 MATERIEL STORAGE AND DISTRIBUTION BRANCH

Functions:

1. Receive, inspect, store, issue and distribute supplies and equipment.
2. Develop, implement and maintain procedures for proper handling of hazardous materials, pilferable and special commodity items.
3. Act as focal point for vehicles and material handling equipment assigned to the Division.
4. Provide care, safe guards and protection of material in storage.

05F351 RECEIVING AND INSPECTION SECTION

Functions:

1. Receive and inspect supplies and equipment received into the supply system.
2. Receive and inspect items turned in from HTC organizational elements or logistically supported units.

05F352 STORAGE AND DISTRIBUTION SECTION

Functions:

1. Maintain and inspect items held in storage.
2. Maintain storage areas and layout information.
3. Deliver and pick up supplies and equipment.
4. Transport excess supplies and equipment to disposal activities.
5. Deliver to shipping element all supplies and equipment issued to elements outside the Center complex.

05F4 SERVICES DIVISION

Mission: Administer personnel travel and material transportation activities. Provide a wide variety of services which include destruction of classified waste materials, management of solid waste collection, disposal, resource recovery and recycling programs,

recovery and reutilization of precious metals, disposal of excess and obsolete materials, operation and maintenance of motor vehicles and materials handling equipment and relocation and movement of organizations.

05F41 MATERIALS DISPOSAL BRANCH

Functions:

1. Function as special destruction activity.
2. Manage refuse pick-up program.
3. Manage Center solid waste, collection, disposal resource recovery and recycling programs.
4. Clear loading docks.
5. Collect film and silver-bearing products.
6. Deliver inbound freight and local outbound freight.
7. Relocate organizations upon request.
8. Assemble furniture, shelves and office furniture.

05F42 VEHICLE OPERATIONS AND MAINTENANCE BRANCH

Functions:

1. Provide motor vehicle service for the Center and logistically supported organizations.
2. Establish vehicle requirements and MHE requirements.
3. Requisition vehicle and MHE.
4. Establish and maintain vehicle operation and maintenance records.
5. Perform maintenance inspections and repair of assigned motor vehicles, materials handling, and ground equipment.

05F43 TRANSPORTATION BRANCH

Functions:

1. Furnish travel and/or transportation services for all personnel at Center Headquarters, for serviced elements, for foreign personnel visiting the Center, and for consultant travel.
2. Furnish information, staff assistance and guidance on all travel matters; compute cost of movement of dependents, household goods and POV's; coordinate and cost annual schedules and quarterly revisions of projected travel.

3. Arrange medical examinations and inoculations; initiate requests for theater clearances for outside the Continental United States; prepare requests to higher headquarters for attendance at conferences.

4. Manage freight traffic activities; furnish information, staff assistance, guidance and estimated transportation costs for shipments of material.

5. Prepare or process bills of lading on shipments; prepare required shipping documents; trace and prepare reports of lost, damaged or destroyed shipments.

6. Receive and make disposition of inbound consignments of supplies, equipment, and material from commercial carriers in support of the USAF/SBSS.

7. Effect clearances and release of import shipments through United States Customs.

8. Manage Center's precious metals recovery and utilization program.

05F5 EQUIPMENT SUPPORT DIVISION

Mission: Provide maintenance, design and modification support for all the Center's mapping, charting, lithographic and base plant geodetic mensuration mission equipment and systems, manage the maintenance of mission and mission support equipment using commercial sources; define, establish and monitor implementation of prescribed operator maintenance procedures for mission equipment, develop and manage the preventive maintenance and calibration programs for mission equipment, including scheduling and controlling all mission equipment, repair and maintenance activities. Determine maintenance requirements, develop diagnostic test procedures and job standards. Design and obtain approval for modification to the Center's equipment. Conduct engineering studies. Manage equipment configuration control and corrosion control program.

05F51 MAINTENANCE CONTROL BRANCH

Functions:

1. Plan, schedule, and control all in-house and contract maintenance functions, including the preventive maintenance, modification, and calibration programs, for all Center mapping charting, lithographic, Base Plant geodetic mensuration mission equipment and support, ADPE, and base support equipment.

2. Analyze and report on production equipment maintenance information for various levels of management, as required.

3. Initiate requests for contract maintenance support.

4. Monitor equipment maintenance contracts and perform evaluation of contractor performance.
5. Coordinate with CS and CM for cost and performance data. Monitor ADP equipment maintenance contracts.
6. Manage the automated equipment maintenance information system.
7. Process the Division's requirements for test equipment, space, parts, materials and services.
8. Provide and control all spare parts and material for the division.
9. Support HQ DMA and ODS with maintenance of base support equipment.
10. Plan and schedule operator maintenance procedures for all Center mapping, charting, lithographic, and Base Plant geodetic mensuration mission equipment.

05F52 DESIGN AND MODIFICATION SUPPORT BRANCH

Functions:

1. Investigate and resolve problems identified by technical data from maintenance information systems.
2. Recommend equipment and system modifications that will improve efficiency and increase utilization.
3. Design and fabricate major modifications of electronic and mechanical optical equipment to support the mapping, charting and geodetic mission.
4. Provide technical support to the Division personnel and Center production elements to solve major critical design and modification problems.
5. Provide specialized technical equipment advisory service to departments and staff offices.

05F53 GRAPHIC AND PHOTOGRAPHIC MENSURATION SYSTEMS SUPPORT BRANCH

Functions:

1. Install, test, repair, calibrate, modify, and maintain photographic mensuration and lithographic mission equipment and systems throughout the Base Plant, field elements and DMS upon request.
2. Define, establish, monitor implementation of technical procedures, and perform preventive maintenance and calibration requirements for all photographic mensuration and lithographic mission equipment.

3. Provide technical support for maintenance service contracts.
4. Provide maintenance support for acceptance, engineering, and service tests of new and prototype photographic mensuration and lithographic mission equipment and systems.
5. Provide technical specifications and descriptions of parts, subassemblies, test equipment, tools, and materials to be ordered.
6. Assist in defining operator maintenance procedures for all Center lithographic and photographic mensuration mission equipment and systems.
7. Install, maintain, repair, and modify silver recovery equipment such as electrolytic units and cartridges; assist Facilities Engineering Office in the installation, repair, design and modification of chemical piping and silver recovery systems, specialized pumping systems and chemical delivery systems.
8. Provide repair capability to the Reparable Assets Program and coordinate the administration of the program with the Supply Division and with Equipment Maintenance Division, Maintenance Control Branch.

05F54

#### STEREOCOMPILATION SYSTEMS SUPPORT BRANCH

##### Functions:

1. Install, test, repair, modify, calibrate, and maintain stereo compilation mission equipment and systems throughout HTC, the Field Offices, and DMS upon request.
2. Define, establish, monitor implementation of technical procedures, and perform preventive maintenance and calibration requirements for all stereo compilation mission equipment.
3. Provide technical support for maintenance service contracts.
4. Provide maintenance support for acceptance, engineering, and service tests of new and prototype stereo compilation mission equipment and systems.
5. Provide technical specifications and descriptions of parts, subassemblies, test equipment, tools, and materials to be ordered.
6. Assist in defining operator maintenance procedures for all Center stereo compilation mission systems and equipment.

05F55

#### PHOTOGRAPHIC SYSTEMS SUPPORT BRANCH

##### Functions:

1. Install, test, repair, calibrate, modify, and maintain photographic mission equipment and systems throughout the Base Plant, field elements and DMS upon request.

2. Define, establish, monitor implementation of technical procedures, and perform preventive maintenance and calibration requirements for all photographic mission equipment.
3. Provide technical support for maintenance service contracts.
4. Provide maintenance support for acceptance, engineering, and service tests of new and prototype photographic equipment and systems.
5. Provide technical specifications and descriptions of parts, subassemblies, test equipment, tools, and materials to be ordered.
6. Assist in defining operator maintenance procedures for all Center photographic mission equipment and systems.

05F56    CARTOGRAPHIC SYSTEMS SUPPORT BRANCH

Functions:

1. Install, test, repair, calibrate, modify, and maintain cartographic mission equipment and systems throughout the Base Plant, field elements and DMS upon request.
2. Define, establish, monitor implementation of technical procedures, and perform preventive maintenance and calibration requirements for all cartographic mission equipment.
3. Provide technical support for maintenance service contracts.
4. Provide maintenance support for acceptance, engineering, and service tests of new and prototype cartographic mission equipment and systems.
5. Provide technical specifications and descriptions of parts, subassemblies, test equipment, tools, and materials to be ordered.
6. Assist in defining operator maintenance procedures for all Center cartographic mission equipment and systems.

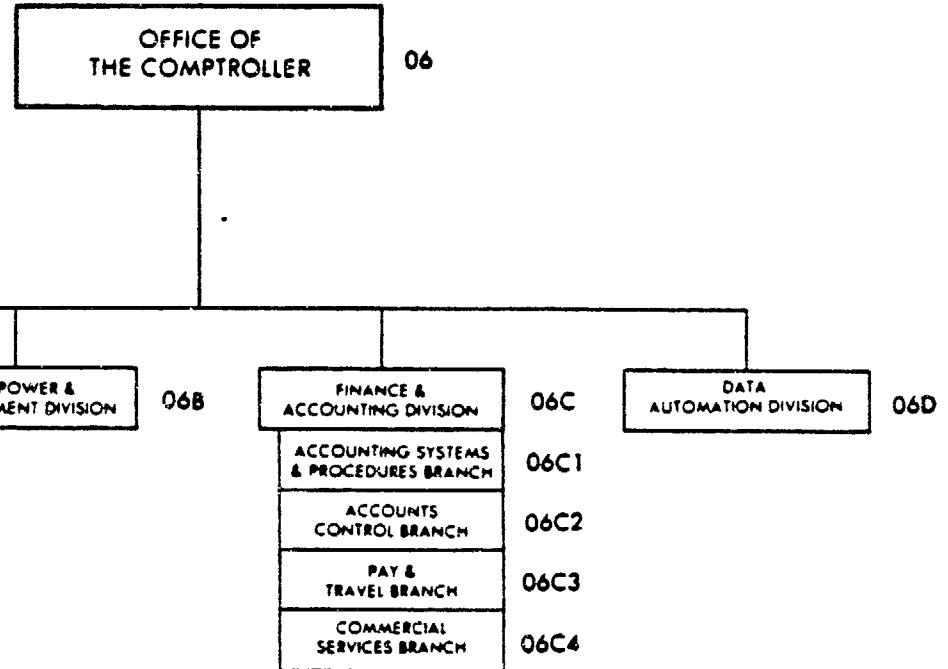
05G SAFETY AND FIRE PREVENTION OFFICE

Mission: Develop and implement the HTC Occupational Safety and Health Program, the Environmental Protection Program, and the Fire Prevention Program.

Functions:

1. Advise the Director and his staff on all matters pertaining to safety.
2. Provide group and individual consultation on Occupational Safety and Health Act matters.
3. Manage the hazard, accident investigation and reporting systems; review and analyze accident and hazard reports to determine cause factors; direct corrective action to preclude recurrence.
4. Coordinate with other federal, state, county, and municipal agencies on occupational safety and health and environmental matters.
5. Originate and manage the accident prevention program for the Center and its geographically separated units.
6. Manage the safety training program for senior officials, supervisors, employees, employee representative and safety and health officials.
7. Manage the installation Environmental Protection Program.
8. Actively participate in the local Field Federal Safety and Health Council.
9. Maintain control of nonionizing radiation sources, including usage, handling, storage, transportation, exposure of personnel and shielding as required.
10. Maintain the Hazardous Materials Information System.
11. Conduct safety and occupational health inspections and surveys within the Base Plant and field elements.
12. Provide staff guidance and evaluate the program for training, licensing, and testing of military and civilian operators of government vehicles and equipment.
13. Coordinate with functional managers, medical and personnel officials in establishing criteria for placement of employees.
14. Adapt, interpret, and originate where necessary, directives, standards, regulations, and suggestions for control of local conditions.

15. Coordinate with the Facilities Engineering Office and other service organizations in the plans and specifications for new construction as well as for the maintenance and repair of facilities and installed equipment.
16. Coordinate with the Logistics and Facilities Engineering Offices in the plans, specifications, and procurement of equipment and supplies.
17. Advise functional managers in the formation and guidance of their Occupational Safety and Health Committees.
18. Advise the Claims Officer on accidents having probability of claims for or against the Government.
19. Advise the Accountable Property Officer of safety aspects involving Reports of Surveys resulting from accidents.
20. Monitor the Meritorious Award Program for outstanding contributions to safety by eligible personnel, organizations, or elements of the Center.
21. Prepare and submit required reports to HQ DMA.
22. Develop and direct the installation of the fire prevention program; conduct inspections of facilities, fire fighting equipment and systems.
23. Provide technical assistance to design engineers in the interpretation and application of fire prevention criteria.
24. Maintain necessary records and a library of fire protection and prevention matters.
25. Formulate and coordinate fire safety and emergency plans with local authorities.
26. Coordinate the activities of the Emergency Medical Service.



Mission: Supervise and coordinate all program and budget, manpower and management analysis, finance and accounting, and data automation functions. Provide budgeting, financial, accounting, and management services and technical advice to the Director and satellite components for management planning, policy and decision making actions. Act as the principal advisor to the Director on all ADP matters; Serve as senior ADP Policy Official for the Center. Administer and maintain the Center's E/P Program.

## 06A

PROGRAM/BUDGET DIVISION

Mission: Advise and assist the Comptroller and the Director through the exercise of direct and staff supervision over the formulation of program and budget requirements and the surveillance and control of related fund authorization and utilization. Support HQ DMA, ODS, and DMS.

Functions:

1. Plan, supervise, and coordinate the preparation of all budget submission. Justify and defend operating budgets and budget estimates to HQ DMA. Make formal or informal presentations to the Director and to HQ DMA, as required.
2. Serve as program director for mission support activities. Program, budget and report on mission support activities and provide input for the MC&G portion of the Five Year Defense Program (FYDP) and the POM.
3. Serve as advisor and Executive Secretary of the Budget Advisory Committee and as Chairman of the Budget Review Group.
4. Exercise staff supervision over the issue and use of allotments, obligation authorities, expense ceilings and funds utilization to assure compatibility with budget execution plans supporting approved program objectives.
5. Implement, develop and issue budget policies, objectives, guidance, and directives. Formulate command policy, guidance and instructions for preparation, coordination, updating and processing of prior year, current year, budget year and outyear budgets and associated financial plans and reports.
6. Determine the feasibility of alternate use of financial resources for unforeseen program requirements which arise after submission and approval of current year program. Recommend reprogramming of resources to cover new requirements. Initiate appropriate actions to higher authority for current year unfinanced requirements which were not approved at the time of budget submission. Recommend the issuance of available prior year funds for increased costs within funding propriety, or initiate action to higher authority for prior year funds.

7. Perform quantitative and qualitative evaluation of total program plans, budgets, and forecasts to discern significant trends, imbalances, and critical deficiencies in relation to known and anticipated availability of resources.

8. Evaluate and implement budgetary targets required by the Air Force Stock Fund and the Air Force On Line Data System.

9. Serve as a single point of contact for preparation, issuance and receipt of all support agreements. Administer and manage the issuance and receipt of military interdepartmental purchase requests and other orders for reimbursable and nonreimbursable services. Determine the most appropriate type of financing for support to and from other agencies and completes financing arrangements for foreign agreements and special classified projects. Maintain liaison with Department of State in fiscal matters pertaining to special foreign activities.

10. Provide guidance and assistance in the conduct of special program reviews and analyses in relation to budget and accounting.

11. Implement and initiate reporting systems to ensure adequacy, validity and timeliness of data and reports. Assure, in collaboration with Finance and Accounting Division, an adequate cost accounting system in support of the budget execution function.

12. Interpret, implement, and provide guidance for planning, programming, budgeting, and reviewing of the DoD Resources Management System.

13. Correlate manpower and dollar resources and programs throughout all phases of the budget cycle.

14. Provide guidance and assistance to all staff and field elements in the application of budgeting and funding methods.

15. Provide inputs to contingency plans which provide for continuity of Comptroller operations.

16. Participate in intra and intercommand conferences, program reviews, and other meetings having an impact on funds, planning, and program budget execution.

17. Exercise centralized control over Investment Procurement funding for HQ DMA, HTC, ODS, and IAGS (as required).

18. Control and maintain a register for remittances received at the Center.

06B MANPOWER AND MANAGEMENT DIVISION

Mission: Improve the efficiency and effectiveness of management by providing managers and staff personnel at all levels with manpower and management studies, analyses, reviews, surveys, evaluations, decision making information and services which will result in a more

effective, more efficient and more productive overall organization and operations.

Functions:

1. Plan, develop, submit and monitor the Joint Manpower Program for the Center.
2. Evaluate manpower requirements of all Center elements and coordinate the review and/or approval of these requirements.
3. Conduct manpower and management surveys of Center elements to promote good management practices and to ensure that all Center activities maintain a manpower level consistent with assigned mission and tasks.
4. Analyze and justify military and civilian manpower utilization; promote and assist in the identification of work units and standards necessary to properly reflect manpower requirements; review and evaluate various reports and other pertinent data to determine factors which may affect manpower utilization.
5. Analyze and evaluate recommendations and requests as to manpower requirements; formulate requests to higher authority for changes in allocation of manpower; determine and issue subauthorization of manpower to organizational elements.
6. Furnish management consultant services and assistance and staff guidance in matters concerning the improvement of management practices and programs.
7. Analyze current management practices to determine areas where improved management techniques may be applied, promote their application, and furnish guidance in the implementation of these techniques.
8. Accomplish management studies; assist supervisory officials in performing studies; identify and recommend areas in which management studies appear warranted.
9. Assist Center elements with organization or reorganization plans; prepare or review functional statements and organization proposals.
10. Administer and manage the E/P Program and certify the economic savings derived from E/P, Value Engineering, Management Improvement, and Suggestion Program inputs. Validate the monetary savings of suggestions.
11. Serve as point of Contact for audit activities and follow-up on GAO, internal audit and internal review reports.
12. Accomplish quantitative and qualitative evaluations of Center performance. Recommend changes in programs, procedures, policies or resources necessary to correct deficiencies or reverse trends.

13. Serve as the Center Action Office for the Commercial Activities Program. Establish Center policy, plan for, administer, coordinate and oversee the accomplishment of the Program. Prepare the Government Bid and the Cost Comparison and assist managers in developing the most efficient organization and the performance work statement.

14. Serve as the Center Action Office for the DoD Fraud and Waste Program. Administer and promote the program; investigate and coordinate Center responses to any reports of fraud and waste.

15. Serve as the Center Action Office for the Internal Control Review Program Plan and design a system for assessing vulnerabilities and accomplish such assessments with managers. Conduct or oversee the accomplishment of Internal Control Reviews.

16. Serve as Center Action Office for control over consultant type contracts. Review recommend approval, monitor and report on contract proposals for consultant services.

06C FINANCE AND ACCOUNTING DIVISION

Mission: Maintain staff supervision over the Center's financial activities; develop, control and maintain an integrated accounting system; provide financial staff services including operational and administrative finance and accounting advice to HQ DMA, Defense Mapping School, Office of Distribution Services and to satellited DMA agencies; provide civilian payroll liaison services; develop financial system specifications and procedures for Center DMS, ODS, SPOEM needs; provide procedures and controls for automated processing and consolidation of financial data required by HQ DMA financial reporting requirements.

06C1 ACCOUNTING SYSTEMS AND PROCEDURES BRANCH

Functions:

1. Develop and provide procedures for receipt and consolidation of component and Air Force suballotment financial reports in behalf of HQ DMA. Design programs and prepare automated products as required by HQ DMA. Provide consolidated reports to components and HQ DMA as directed.

2. Review changes that affect the total Financial System Data Base, especially where systems utilize or produce output products; i.e., Personnel System, Payroll System, Stock Fund System, FEO System, DMIS-P, Budget Status System.

3. Write specifications and documentation for new or modified program requirements.

4. Monitor input and output data to effectively meet reporting requirements of HQ DMA.

5. Coordinate with management officials on developing their systems where financial data are used as part of their reporting requirements of HQ DMA.

6. Coordinate with ADP personnel on operational problem areas that delay financial data outputs; i.e., machine problems, program problems or data problems, etc.

7. Establish Responsibility Center/Cost Center (RCCC), timekeeper and other codes required for automated interface between systems.

8. Provide payroll liaison assistance for the Center, ODS, and SPOEM.

06C2 ACCOUNTS CONTROL BRANCH

Functions:

1. Record, analyze, reconcile, and report on installation accounting transactions pertaining to appropriated funds, financial inventory, revenue, costs and fixed asset accounting and nonappropriated funds.

2. Reconcile general ledger trial balance with supporting reports and records, allotments and suballotment ledgers with related files of unliquidated obligations, and register of net disbursements and reimbursements with appropriate supporting ledgers.

3. Edit disbursement and collection vouchers for proper accounting and funding classification.

4. Prepare monthly recapitulations of disbursements and collections, together with validated adjustment vouchers; reconcile recapitulations with the Statement of Accountability and the summary report of net disbursements and collections.

5. Control programmed obligations to prevent over obligation of appropriated funds and premature expenditures.

6. Process, record, and review obligation documents; confirm obligations included in the accounting records; issue obligation authorities and precertify availability of funds prior to incurrence of obligations.

7. Integrate fund and other asset accounting.

8. Establish, maintain and conduct accounting operations under an accounts structure which is responsive to HQ DMA, ODS, DMS, SPOEM and the Center and external accounting and reporting requirements.

9. Maintain an automated accounting system, including the collection and distribution of costs, and establish necessary cost controls and reconciliations.

10. Analyze cost data and prepare required cost reports or cost portion of other reports that are utilized by the Center and/or submitted to HQ DMA.

11. Maintain records in support of reimbursable activity, including reconciliation with allotment ledgers. Prepare billing documents and followup actions on delinquent and aged accounts receivable.

12. Maintain an accounting system which accounts for chart, map and publication charge sales; compute discounts, bill customer, record payments and follow up on delinquent accounts.

13. Maintain financial records and prepare reports for the various nonappropriated fund activities.

06C3 PAY AND TRAVEL BRANCH

Functions:

1. Control all disbursing and collection activities.
2. Make proper disposition of all cash and negotiable instruments collected and received by the finance and accounting officer.
3. Make check payments on all properly certified vouchers.
4. Control funds of working group cashiers and imprest fund cashiers and maintain account files of agent officers.
5. Prepare Statement of Accountability and supporting schedules.
6. Prepare and/or audit and process payment vouchers for TDY and PCS travel of civilian personnel involving per diem allowances, transportation costs incidental and miscellaneous travel expenses, expenses incurred for travel of dependents, shipment of household goods, temporary quarters subsistence expenses and real estate settlement costs at old and new stations. Compute travel advances and perform followup actions to assure timely recoupments.

06C4 COMMERCIAL SERVICES BRANCH

Functions:

1. Prepare and/or audit and process for payment vouchers for:
  - a. Contractual supplies, equipment and nonpersonal services to include receipt and control of orders, invoices, receiving reports and other documents. Maintain commercial account document files and make stoppages and setoffs against vendors where appropriate.
  - b. Procurement under Small Purchases Procedures involving Blanket Purchase Agreements, Fast Payment Procedures, Imprest Fund and Cashier and Working Group Methods and Standards Purchase Orders.

c. Utilities, communications, and miscellaneous services and intragovernmental transactions.

d. Transportation expenses involving Bills of Lading, Transportation Requests, Military Transportation Authorizations and outside of the Continental United States (OCONUS) Travel Warrants.

2. Examine, certify, and process for payment vouchers in support of HQ DMA, DMS, ODS and SPOEM.

3. Establish and maintain internal control procedures for prevention of duplicate payments.

06D DATA AUTOMATION DIVISION

Mission: Provide staff policy, planning, and execution review of overall Center ADP functions, activities, and telecommunications requirements.

Functions:

1. As delegated by the Center's Comptroller, serve as the Center's focal point for ADP and ADP related telecommunications requirements, plans, program, and operations.

2. Provide overall management and administration of the Center's ADP resource and related telecommunications.

3. As the designated ADP Manager within the center, ensure that all requirements to acquire ADP resources and related telecommunications, irrespective of funding, are fully justified with supporting documentation prior to their submission to the DMA Senior ADP Policy Official for review and approval.

4. Develop objectives, policies, and procedures for the identification and inclusion of ADP resource and related telecommunications requirements in the submission of MC&G and R&D Program; coordinate, review and prepare the planning, budgeting, and programming documents of ADP resources and related telecommunications for the Center.

5. Monitor performance and utilization of Center ADP resources and related telecommunications.

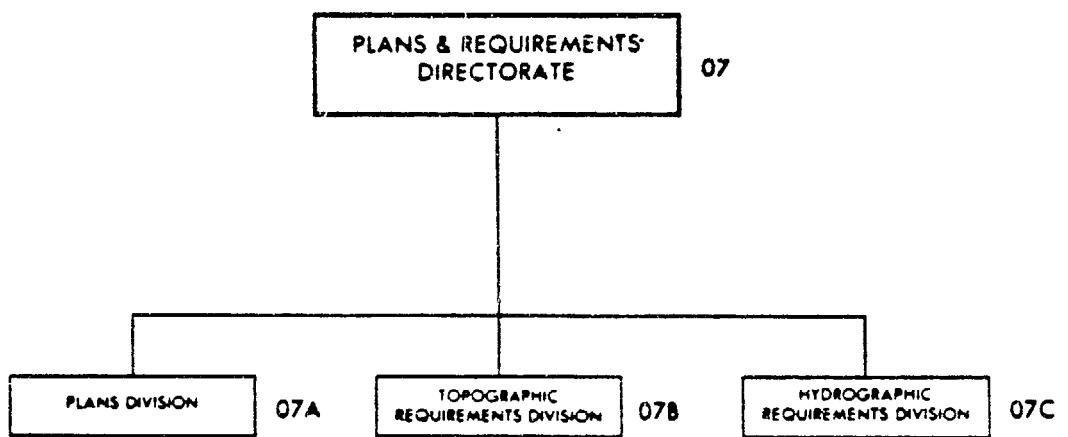
6. Provide policy guidance to Center elements regarding selection and acquisition of ADP resources and related telecommunications.

7. Ensure the establishment, monitoring and maintenance of the Center's ADP hardware and software inventory, and the reutilization and sharing programs.

8. Develop, administer, and maintain the ADP Five Year Integrated Plan.

9. Develop policies and procedures and administer the implementation of the standardization of data elements and codes. Serve as the DMA Assigned Responsible Agent (ARA) on designated data elements. Ensure the adoption of Federal Information Processing Standards (FIPS).
10. Maintain liaison with vendors and other Federal Agencies on automatic data processing equipment, related telecommunications, maintenance, software, services, and educational matters.
11. Develop plans and monitor implementation for design improvement and standardization of ADP systems.
12. Conduct special studies, surveys, and analyses concerning data processing systems, facilities requirements, performance and standardization of ADP systems, and equipment and related communications.
13. Participate with other Center elements and other DMA Components in the development of ADP and related telecommunications justifications and specifications.
14. Monitor and assist in selection and acquisition projects for ADP resources and related telecommunications.
15. Chair or provide membership on the Source Selection and Evaluation Board.
16. Ensure the preparation of the ADP portion to the Center's Contingency Plans.
17. Ensure proper consideration and coordination of all privacy and section matters in the Center's ADP systems. Ensure assignment of an ADP System Security Officer for each ADP system processing classified materials.
18. Perform a continuing economic analysis and performance evaluation to ensure effective and economic use of ADP resources and related telecommunications.
19. Implement and monitor Life Cycle Management (LCM) policies and procedures and be responsible for the preparation and context of LCM documents for Automated Information Systems.
20. Maintain direct technical channel communications and provide guidance and direction on ADP matters and related telecommunications to all Component activities operating ADP systems.
21. The Chief of the Division will serve as a member of the Center Equipment Review Group.
22. Serve as the Accountable Property Office for ADP equipment and maintain the ADP Equipment Inventory System with responsibility for the data integrity of the appropriate records of that system.

23. As delegated by the HTC Senior ADP Policy Official, validate and recommend approval or disapproval of non-ADP determinations.
24. Serve as the Center Action Office for implementing all Information Resource Management (IRM) activities.



07 PLANS AND REQUIREMENTS DIRECTORATE

Mission: Provide staff support to the Center Director. In accordance with HQ DMA guidance, assist users in identifying, defining and developing requirements for new or modified MC&G products, data and services. Develop, distribute and maintain products specifications for all existing, prototype and modified MC&G products assigned to the Center. Review international and inter-agency Standardization agreements, and recommend proposals for ratification. Direct the development and maintenance of the Center's planning system including the contingency, mobilization and disaster preparedness plans. Recommend HQ DMA validation of user MC&G product requirements. Develop Center objectives, plan and policies for the establishment of MC&G requirements of the Unified and Specified Commands, the Military Departments, other Government users, the Merchant Marine and navigators in general; manage and administer those plans and policies as authorized by the Director, DMA.

07A PLANS DIVISION

Mission: Serve as focal point within HTC for DMA planning activities, JCS matters, planning for continuity of operations in case of war or disaster. Develop, maintain and distribute Center assigned product specifications. Review and initiate proposals for international and inter-agency standardization agreements in support of product standardization. Develop and manage the Directorates Plans and Requirements Information data bases.

Functions:

1. Prepare Center Continuity of Operations Plan (COOP) and other plans associated with Disaster Preparedness.
2. Perform analysis of HTC input to the DMA POM and other Center programming documents to insure conformity with approved plans.
3. Collaborate in preparation of the Center input to the DMA R&D Master Plan, and Long Range Plan.
4. Provide planning guidance to other offices for use in preparation of plans and input to the DMA planning documents.
5. Prepare special studies as required.
6. Plan, coordinate and implement Center participation in JCS sponsored Command Post Exercises (CPX).
7. Represent HTC on policy committees relating to planning functions.
8. Represent DMA on the DoD Metric Steering Group.

9. Act as HTC contact for all Worldwide Military Command and Control System (WWCCS) related activities and provide input to the DMA Command and Control System Summary Plan (DCCSSP).

10. Develop and manage the Directorates information systems, transitioning them to automated, when applicable.

11. As the Center authority, develop, coordinate, maintain & direct distribution of products specifications for those standard products for which HTC is responsible.

12. Responsible for review, coordination and development of Center position on international and inter-agency product standardization matters. Insure compatibility between agreements and product specifications.

07B TOPOGRAPHIC REQUIREMENTS DIVISION

07C HYDROGRAPHIC REQUIREMENTS DIVISION

Mission: Perform coordinated investigative analyses of MC&G and assist users in the identification of requirements for products, data, and services. MC&G users include all elements of (DoD), maritime users as defined by statute, and others as prescribed. Provide direct technical assistance to users and systems developers in defining their MC&G support requirements. In coordination with HQ DMA, develop MC&G products to satisfy requirements in support of user systems and operations; support other Government agencies and national interests with MC&G products, data, and services.

Functions:

1. Serve as the HTC focal point for requirements for DMA MC&G products, data, and services. Manage Center activities concerned with the establishment of qualitative requirements.

2. Maintain liaison with appropriate system development activities and provide required technical advice. Provide analyses and requirements definition where proposed user systems and their operational applications may require new or modified product development. Participate in the evaluation of contractor proposals and studies.

3. Conduct the product development program for required new and modified MC&G products as approved by HQ DMA. In coordination with HQ DMA, produce advanced system briefs for systems to be supported by new or modified DMA products; conduct tests and evaluations of prototype; conduct or participate in in-process reviews for products under development.

4. Provide technical assistance and consultation to system and doctrine developers.

5. Submit System Requirements File inputs to HQ DMA for validation, and incorporation. Participate in the preparation of appropriate POM and DROP inputs.

6. Conduct the DMA product review program for assigned MC&G products as directed. Review products and recommend to HQ DMA products needing in-depth review; conduct product reviews with users; prepare and submit, for approval, product review report; take action necessary to implement approved changes resulting from reviews.

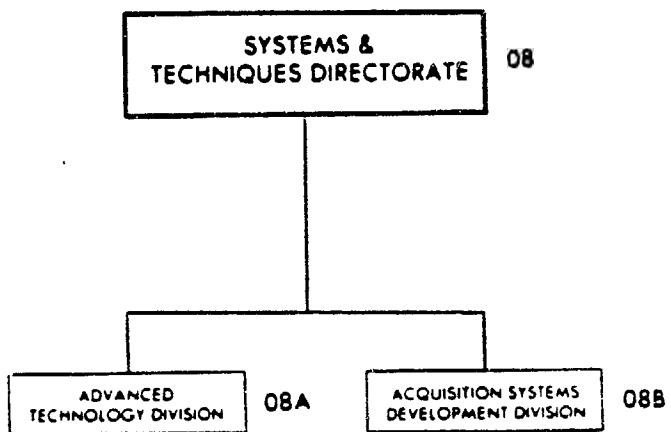
7. Participate with HQ DMA in reviewing and analyzing user area requirements. Monitor validated area requirements throughout the planning, programming, budgeting, and production cycle to confirm product requirement status, and to assure priority consideration and resource allocations for accommodating requirements within fiscal limitations. Provide recommendations to HQ DMA on validation of area requirements.

8. As directed, participate in the standardization program for MC&G products. In conjunction with the Plans Division, review and provide input on MC&G international and inter-agency standardization agreements; and prepare or develop position papers for participation in international standardization meetings when required.

9. Act as point of contact or adviser to MC&G product users for current status of HTC production and technical capabilities.

10. Ensure that current and projected MC&G requirements are properly defined in HTC submissions for source material; in production programs and budgets; and in R&D program definition.

11. Assist the Plans Division in the development and preparation of product specifications.



08 SYSTEMS AND TECHNIQUES DIRECTORATE

Mission: To increase DMA's production capabilities through acquisition systems development, advanced MC&G technology development, support to exploitation modernization programs, and the introduction and implementation of the new technology, equipment, systems and techniques into the Center's production operations to satisfy DoD's current and future MC&G requirements.

08A ADVANCED TECHNOLOGY DIVISION

Mission: To increase DMA's production capabilities through advanced MC&G technology investigations, prototype and engineering development, test, evaluation and the introduction and implementation of the new technology, equipment, systems and techniques into the Center's production operations to satisfy DoD's future MC&G requirements. To ensure that engineering developments provided by the SPOEM are fully integrated into Center production processes.

Functions:

1. Serve as Center focal point for all activities directly related to the management of DMA's RDT&E Program. These activities include: participating in policy, program and budget developments; screening the submission of proposed efforts; participating in final Headquarter's review and program formulation; monitoring, evaluating and participating in ongoing program changes and modifications; preparing contract work statements; performing technical evaluation of contract proposals; monitoring and evaluating contract performance; performing testing, evaluation and acceptance certification of contract developed hardware and software.
2. Ensure timely execution of Center tasks and assignments in support of SPOEM in the technological areas of communication, data management, data integration, product generation, and production management.
3. Provide technical guidance and staff supervision and coordination for Center activities pertaining to the DMA RDT&E Program, including the transition of new MC&G technology, equipment, systems and techniques from R&D development status to operational production status.
4. Provide staff guidance and management for the Center Technical Development Program Activities. Coordinate, prioritize and direct inter departmental and intra departmental techniques office activities in support of production capability development objectives.
5. Conduct, initiate, and/or coordinate technical studies and analyses of ongoing production processes to guide development of capabilities commensurate with Center responsibilities to satisfy mid- and long-range MC&G objectives. Also, perform analyses and planning to develop intermediate and long range production

interfaces, specifications and standard operating procedures for Advanced Production Systems.

6. Prepare mid- and long-range statements of MC&G technology capability requirements to improve future capabilities consonant with anticipated Center responsibilities.

7. Prepare projections and technical guidance to the RDT&E Program impact on the Center's manpower, training, equipment and budget for inclusion in planning and resource documents.

8. Provide Center representation as required for special studies, meetings, conferences and other activities related to DMA's RDT&E Program and interrelated activities of DoD, other U.S. Government agencies and RDT&E laboratories.

9. Provide technical support to HQ DMA in establishing assignments and work agreements with DoD RDT&E laboratories and other U.S. Government agencies.

10. Serve as Center liaison with developers and vendors on all systems with emphasis on improved new capabilities, new technology, system training, and maintenance.

11. Maintain continuous contact with DMA designated and related working groups to assure adequacy and continued exploitation of data and material available for anticipated MC&G requirements.

12. Provide editing services for Center technical papers to be presented before professional meetings and symposiums.

08B AQUISITION SYSTEMS DEVELOPMENT DIVISION

Mission: To increase DMA's production capabilities through acquisition systems development or modification and the introduction and implementation of the new systems to support the Center's production operations and to satisfy DoD's future MC&G requirements. To ensure that acquisition systems technical developments provided by SPOEM are fully integrated into Center production processes.

Functions:

1. Serve as Center focal point for all activities directly related to the management of DMA's Acquisition System Development Program. These activities include: participating in the management of National level data acquisition system programs and coordination of related activities; ensuring the effective interface with HQ DMA and acquisition system developers and the transition of sensor technologies on both hardware and software to the Center management and production elements, and providing the link between acquisition system developers and the Center's advanced technology program and production systems.

2. Conduct and coordinate technical studies and contractual assignments in support of SPOEM in the areas of data extraction,

digital compilation and rectification; hard copy generation source preparation, and source assessment.

3. Manage and provide technical guidance and staff supervision for Center activities pertaining to DMA's Acquisition System Development Program.

4. Investigate, develop, and coordinate Center acquisition system needs in support of current and future requirements for MC&G data.

5. Prepare mid- and long-range statements of MC&G technology requirements that are effected by acquisition systems. Identify deficiencies and recommend new options or systems to satisfy DMA data collection needs.

6. Prepare technical and scientific studies leading to improvements in the Center's posture for utilizing data from new acquisition systems.

7. Operate a Remote Work Processing Facility (RWPF), a hardware and software environment, for developing techniques to rapidly transfer and evaluate emerging digital image processing technology for application to Center production processes.

8. Certify performance of new sensors and develop concepts for most efficient usage of sensor data. Integrate concepts via interaction with the ATD and production departments.

9. Plan, coordinate, and foster activities that enhance the Center's posture to accept and process new sensor data or prescribed proper alternatives. Direct and coordinate work efforts in support of all source collection system design, analysis and implementation.

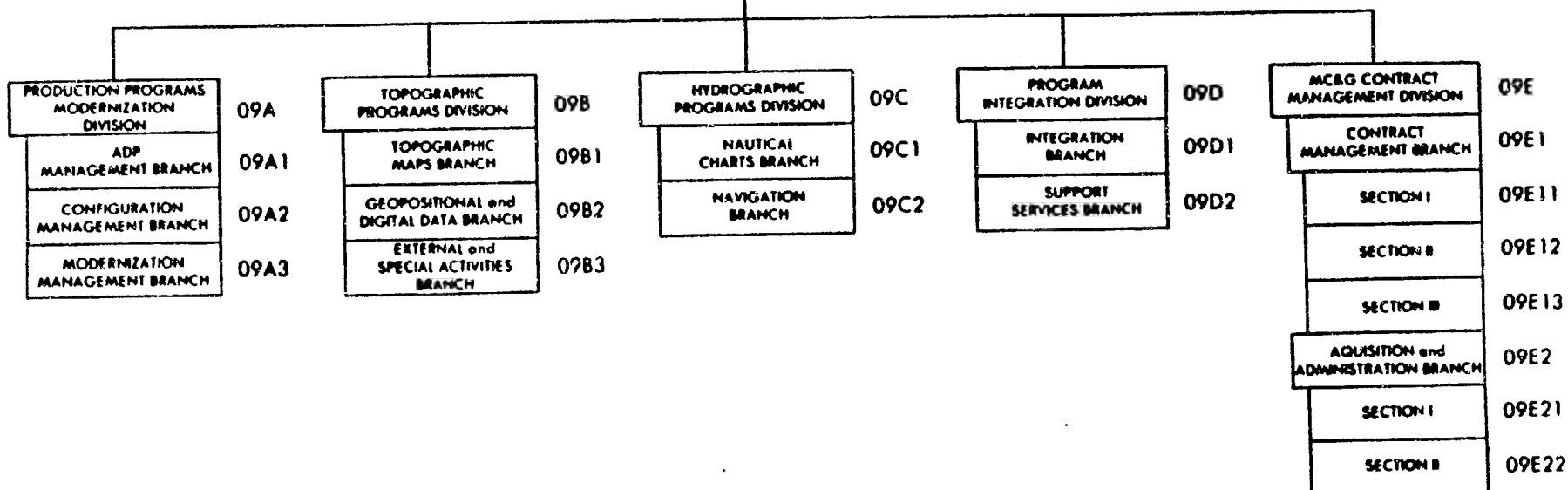
10. Maintain continuous contact with DMA designated and related working groups to assure adequacy and continued exploitation of overhead data sensors.

11. Participate in national level committees and study groups involved in development and operational activities related to source collection system design and implementation. Provide representation as required for special studies and test related to sensor exploitation at the Center.

12. Provide guidance affecting organization and planning of all source special access activities as they relate to work area assignment and file maintenance.

PROGRAMS, PRODUCTION &  
OPERATIONS DIRECTORATE

09



09

PROGRAMS, PRODUCTION AND OPERATIONS DIRECTORATE

Mission: Formulate and manage the DMA Hydrographic and Topographic MC&G Program. Develop project plans and production specifications; develop source data collection requirements; identify and allocate resources to accomplish assigned programs; assign, schedule, coordinate and exercise staff supervision over the Center's production activities; develop and monitor technical security procedures; develop and maintain staff supervision over the Center's quality control system; exercise staff supervision over the development, implementation and operation of production and information systems; operate the program management and equipment information systems (DMIS-P and DMIS-E); direct the development and operation of hydrographic and topographic data bases; manage and participate in national and international MC&G activities for the Center.

09A

PRODUCTION PROGRAMS MODERNIZATION DIVISION

Mission: Serve as focal point in the Directorate for Programs, Production and Operations for all data processing, data communication, configuration control office activities and production transition integration for modernization of MC&G products and services.

09A1

ADP MANAGEMENT BRANCH

Functions:

1. Provide staff management for the ADP operations and exercise control within the production environment over the development of all software used in the production process.
2. Provide guidance, coordination and management of ADP hardware, software and networking resources essential for mission operations.
3. Provide for Production Program input to the RDT&E program formulation activities on matters related to ADP. Review Center RDT&E proposals that relate to ADP.
4. Serve as focal point for Center activities concerning MC&G data base management operations, maintenance and development activities to include overall planning integrity and policy guidance. Represent the HTC MC&G data base related interests in coordination efforts with HQ DMA, and in interchange with DIA, USGS, NOAA, and other agencies.

09A2

CONFIGURATION MANAGEMENT BRANCH

Functions:

1. Serve as the Center focal point for configuration management activities for all administrative functions involved with the development of configuration control for major Center hardware, software, and production process and control of changes to these

systems, maintaining the baseline documentation for each controlled item and insuring its integrity and currency.

2. Process all requests to change the controlled baselines. Ensure that required coordination on each request is achieved. Provide status of the request during the approval cycle. Notify requesting element of final disposition of change requests.

3. Advise the Configuration Control Board (CCB) of issues requiring their approval, schedule these issues for review during CCB meetings, provide necessary administrative support for CCB meetings, and ensure that CCB decisions are issued and carried out. Recommend to the CCB configuration audits of the baseline.

4. Maintain communication with DMA/SPOEM and DMAAC to effect joint configuration control of production baselines.

5. Ensure that adequate resources are programmed for configuration management activities.

09A3

#### MODERNIZATION MANAGEMENT BRANCH

1. Perform facility layout for major modernization activities to include planning, policy guidance, staff management, preparation and review of functional design specifications, facility verification, and review or preparation of contract specifications.

2. Perform production programs transition integration and implementation activities of the DMA modernization efforts to include; planning, policy guidance, staff management, training requirements for demonstration, validation, production, and determine adequacy of standards, schedules and source materials.

3. Maintain awareness of the DMA modernization efforts including automated cartography, and provide transition integration technology transfer into the Center's production system. Coordinate the implementation of these efforts into the Center's existing production environment.

4. Provide technical guidance and assistance, coordination, planning and staff management for all networking operations in the production departments. (Networks include local area network, CATV network and long/short haul, digital and analog communication link.)

5. Develop secure procedures within existing policy for mission ADP systems and networks to ensure protection of data from any form of unauthorized access and ensure that these procedures are implemented in the production departments.

09B

#### TOPOGRAPHIC PROGRAMS DIVISION

Mission: Develop project and production plans for topographic programs responsive to requirements; assign and manage, resources for topographic programs, including reimbursable projects; coordinate execution of international exchange agreements; develop

appropriate source data collection requirements; maintain liaison with domestic and foreign MC&G organizations on topographic matters; define production objectives and priorities for assigned programs; schedule and monitor production projects; review and evaluate program execution; review and validate production standards. Provide appropriate guidance to the Office of Distribution Services on exchange arrangements and items to be stocked or destroyed. Coordinate and direct the Center's topographic crisis support procedures. Provide Congressional liaison and executive branch service requests.

09B1 TOPOGRAPHIC MAPS BRANCH

Functions:

1. Develop, maintain and coordinate project and area plans for the Center's topographic map program and provide project guidance and plans for program formulation.
2. Review and evaluate status of source materials for availability, adequacy and completeness; determine the application of source materials to the program; develop staff plans for the acquisition of source materials.
3. Determine procedures and standard specifications to be applied to topographic mapping projects; coordinate the preparation of modified or project tailored specifications.
4. Provide studies, plans and position papers relative to assigned or planned projects and cooperative assignments to support Center activities or for interagency and international conferences. Represent the Center and DMA at recurring and periodic topographic conferences.
5. Exercise staff supervision over and monitor the Center's topographic map production program. Assign and adjust relative priorities between assigned projects to maintain desired program objectives. Assign projects to production departments and schedule interdepartmental production activities commensurate with allocated resources.
6. Through DMIS-P, collect, evaluate, and disseminate data for use in the control and assignment of production resources and related support programs. Maintain workload data for production elements and status information on all assigned projects. Prepare and maintain progress reports for assigned products and for input to the Center's MC&G status reports. Monitor projects, evaluate mission performance and initiate remedial action, as required, to enhance overall mission effectiveness.
7. Exploit other DMA and domestic MC&G production capabilities.
8. Perform cost studies and analyses and prepare all production estimates for topographic map products.

9. In conjunction with the production departments, review and validate production standards.

10. Develop and provide data for validated programs to Program Integration Division for Program Objectives Memorandum (POM) development.

11. Prepare Center position on MC&G international and interagency agreements and conferences and provide representation as required.

12. Provide assistance in the interpretation and application of map design and specifications to all topographic elements of the Center.

09B2 GEOPOSITIONAL AND DIGITAL DATA BRANCH

Functions:

1. Develop, assign and manage production programs and resources related to digital data for weapons system operation and simulators, geodetic and geophysical activities of the Center and point positioning data bases.

2. Prepare and implement production plans; make work assignments to production elements; review progress and take corrective action when deviations are discovered; adjust Department production resources when required to meet production program objectives; in coordination with production Department, review and validate production standards for individuals products and processes.

3. Determine requirements for use of different types of source materials and the effect of changing product requirements, priorities, specifications, manpower and skills, techniques and equipment on current programs; accomplish necessary changes in production plans resulting from these factors; determine the impact of new and revised program objectives on production procedures and technical equipment needs.

4. Develop and provide data for validated programs to Program Integration Division for use in formulating the annual FOM and PCR's including current status of the program, narrative description of the program item and production objectives (program rates) and manpower and equipment resources required for the time period based on validated program area requirements and priorities and other broad guidance from HQ DMA; coordinate with Program Integration Division to assure that resource allocation (man-year and contract dollars) reflects the best mix commensurate with program objectives.

5. Prepare Center positions on MC&G international and interagency agreements and conferences and provide representation as required.

6. Monitor the development and maintenance of the Center's source data bases.

7. Provide staff management and guidance on the operation of Target Requirements Information System (TRIMS), and the Area Collection Requirements Evaluation System (ACRES).

09B3

### EXTERNAL AND SPECIAL ACTIVITIES BRANCH

#### Functions:

1. Develop, maintain, and coordinate project and area plans for the Center's external topographic, hydrographic and geodetic data programs and provide guidance and plans for program formulation.
2. Recommend to HQ DMA the negotiation of new or the modification to existing foreign agreements to support MC&G project and program requirements; exploit foreign and domestic MC&G capabilities to support programmed projects. Coordinate area and project plans and operations with IAGS, overseas command, and foreign agencies with which DMA maintains cooperative agreements; maintain staff supervision over the implementation and execution of mapping exchange agreements.
3. Prepare and coordinate Center positions on MC&G international and interagency agreement and conferences and provide representation as required.
4. Direct and monitor resources for the procurement of cartographic aerial photography requirements worldwide as validated by HQ DMA.
5. Recommend and furnish information, advice and design relating to standardization of topographic products in conjunction with the establishment of international standardization agreements (STANAGS).
6. Exercise staff supervision over and monitor the Center's reimbursable production programs for topographic products. Assign and adjust priorities between projects, to maintain desired program objectives. Assign projects to production departments and schedule interdepartmental activities commensurate with allocated resources.
7. Provide Congressional and Executive Branch liaison for HTC products and services. Evaluate validity of requests, identify appropriate product or service, assign to production area and monitor results.

09C

### HYDROGRAPHIC PROGRAMS DIVISION

Mission: Develop project and production plans for hydrographic programs responsive to requirements; assign and manage resources for hydrographic programs, including reimbursable projects; develop appropriate source data collection requirements; maintain liaison with domestic and foreign MC&G organizations on hydrographic production matters; define production objectives and priorities for assigned programs; schedule and monitor production projects; review and evaluate program execution; review product specifications; manage and coordinate the Center's publication and printing program.

09C1 NAUTICAL CHARTS BRANCH

09C2 NAVIGATION BRANCH

The functions of the branches are identical (except as stated) within their assigned areas.

Functions:

1. Develop, maintain and coordinate project and area plans for the Center's hydrographic program; provide project guidance and plans for program formulation.
2. Review and evaluate status of source materials for availability, adequacy and completeness; determine the application of source materials to the program; develop staff plans for the acquisition of source materials.
3. Review hydrographic product specifications. Monitor the execution of hydrographic contract production programs.
4. Determine procedures and standard specifications to be applied to hydrographic projects; coordinate the preparation of modified or project tailored specifications.
5. Provide input to studies, plans and position papers, relative to assigned or planned projects and cooperative assignments to support Center activities or for interagency and international conferences. Represent the Center and DMA when required at annual and specific hydrographic conferences.
6. Identify and provide the Hydrographic Division, PP, HQ DMA, with statement of data deficiencies, with supporting graphics, for their use in documenting survey requirements.
7. Develop program plans for production of required navigation publications. Coordinate publications programs with charting programs (Navigation Branch only).
8. Prepare and maintain a listing of hydrographic products to be stored in the DMA Central Depository (Navigation Branch only).
9. Provide staff supervision and liaison for execution of the Center's contract publication and printing program. Monitor and schedule publications printing activities of the Center.
10. Through DMIS-P, collect, evaluate, and disseminate data for use in the control and allocation of production resources and related support programs. Maintain workload data for production elements and status information on all assigned projects. Prepare and maintain progress reports for assigned products and for input to the Center's MC&G status reports. Monitor projects, evaluate mission performance and initiate remedial action, as required, to enhance overall mission effectiveness.

11. Exploit other DMA and domestic MC&G production capabilities.
12. Perform cost studies and analyses and prepare all production estimates for hydrographic products.
13. In conjunction with the production Departments, develop and validate production standards.
14. Develop and provide data for validated programs to Program Integration Division for POM development.

09D PROGRAM INTEGRATION DIVISION

Mission: Formulate, maintain, and defend the Center's Multi-year MC&G Program; serve as the focal point for all MC&G programming activities of the Center; prepare Center's input to the DMA Program Objectives Memorandum (POM); develop Center's input to DMA Resources Objectives Plan; provide program budget interface; manage data base development and establish policy for data base operation; provide staff supervision and policy guidance over information systems and production systems; operate DMIS-P and DMIS-E systems; develop and manage Center's Equipment Procurement Program; define production physical facility requirements; allocate production resources to meet annual program objectives; analyze, evaluate and report on overall program status and accomplishment; manage the Center's Quality Control System; assign priorities and schedule central computer services for the Center; develop and monitor technical security procedures for the Center; formulate and maintain the Center's external assistance program for MC&G production support; provide staff supervision and policy guidance over the Center's Technical Publications Programs. Provide graphic support functions.

09D1 INTEGRATION BRANCH

Functions:

1. Formulate, maintain and defend the Center Multiyear MC&G Program. Prepare the Center input to the DMA MC&G POM, Program Change Requests (PCR's), and provide HQ DMA with appropriate justification.
2. Analyze and integrate program guidance, program status, program requirements, resources and operational expenses; program resources to effect a responsible and effective production capability for program accomplishment; disseminate program information to the appropriate staff and line elements.
3. Develop detailed justification in support of the Center's MC&G civilian and military personnel requirements, travel program, equipment program, and other mission activities programs.
4. Conduct special studies and analyses concerning resource utilization, and develop alternative courses of action and impact statements to justify program adjustment through reprogramming or

rescheduling action; reprogram, as required, to maintain a valid and balanced MC&G program.

5. Prepare the Center input, as required by HQ DMA, to DMA Resource Objectives Plan (DROP) and the Strategic Capabilities Plan (DSCP).

6. Program for the orderly transition of hardware and processes developed in R&D into Center production programs such as the Advanced Cartographic Production System, integrate training programs and operational test into the overall MC&G program.

7. Allocate production resources to meet assigned annual production program objectives; in coordination with other Directorate Divisions develop alternatives resulting from program and/or resource changes and determine impact on assigned programs.

8. Analyze, evaluate and report on overall program objectives status and accomplishment. Coordinate program changes and resource adjustments implemented by the other Directorate Divisions to assure that a balance in manpower, skills, equipment, and contract dollars is maintained commensurate with program objectives and priorities. Prepare program status briefings required for presentation to HQ DMA.

9. Make recommendations to HQ DMA staff on the formulation of policies and decisions affecting the Center's MC&G Program.

10. Coordinate with the Office of the Comptroller to provide a program interface with the budget; assist in preparation of budget submission to ensure compatibility with the POM; prepare technical backup data, develop alternatives and impact statements in response to budget reviews at all levels, pending decrements, Congressional reductions or Program/Budget decisions.

11. Provide for the disposition of resources realized through E/P savings.

12. Allocate, approve and monitor the use of overtime and travel funds by production activities and the Directorate.

13. Administer the Productivity Measurement System; develop productivity performance indices, evaluate the productivity of the Center's programs in terms of direct labor input and total resource requirements.

14. Establish Center policy, develop, manage and maintain staff supervision over the operation of automated production management information systems in support mission operations in the Center.

15. Exercise staff supervision and validation authority for visual communications products and services.

Functions:

1. In the area of Production Systems, Investment Equipment and Facilities Management:

a. Provide technical channel coordination with ST Directorate, Departmental Techniques Office, and other DMA components involving all aspects of new production systems development.

b. Coordinate and/or participate in the orderly transition of research and development benefits in cartographic, photographic, scientific computer, and lithographic processes required in the production departments to implement improved capability, techniques, and production materials.

c. Conduct special production studies and staff plans related to acquisition and utilization of new production capabilities.

d. Provide primary management over the Center's investment equipment program; define, coordinate, and consolidate equipment requirements for POM inputs; establish the annual equipment procurement schedule and monitor and revise acquisition actions; and provide reports on status of equipment acquisition program.

2. In the area related to Physical Space Utilization:

Evaluate space requirements for production operations, recommend location for new, or relocation of existing, equipment and personnel. Recommend turning in the equipment not justified by current programs. Direct the implementation of approved changes to production facility space requirements.

3. In the area of Technical Security:

Develop, disseminate, and monitor technical security procedures for the Center. Participate in proceedings of the Center's Sanitization Board. Provide policy and guidance on classification, sale and release of Center products. Provide appropriate guidance on the releasability of products.

5. In the area of Quality Assurance Management:

Develop, document, and monitor and the Quality Control System of the Center. Provide policy guidance to the production departments on quality standards. Review products and services to determine if quality standards are being met and make error analyses.

6. In the area of Technical Publications Program Management:

Develop, program, and monitor the Technical Publication Program for the Center. Make specific assignments for the review, revision, or writing of technical reports, operating handbooks, library guides,

catalogs (excluding map and chart catalogs), glossaries, pamphlets, and training materials. Maintain an awareness of technical papers edited by the Public Affairs Office for presentation at professional meetings and symposiums. Coordinate the review and release of technical publications for open publication.

7. Provide staff management and guidance on the operation of the Area Requirement and Product (ARAPS) System and provide liaison with other DMA Components as required. Direct and coordinate production of ARAPS generated reports and publications, including Gray Book, Assessment Graphics and Command Graphics and Quarterly Progress Graphics, and preparation of ACRES outputs as required.

09E MC&G CONTRACT MANAGEMENT DIVISION

Mission: Serve as the focal point within HTC for the acquisition of mapping, charting, digital, and other specified MC&G products or services through commercial and/or governmental contracting activities. Establish objectives, determine policies and develop plans for contracting MC&G products and/or services that are responsive to HTC aeronautical, topographic, hydrographic, and geodetic program objectives and requirements.

09E1 CONTRACT MANAGEMENT BRANCH

09E11 SECTION I

09E12 SECTION II

09E13 SECTION III

Functions:

1. Establish all policy, guidance and direction regarding technical aspects of MC&G production contracting activities.
2. Serve as the focal point for all technical matter relating to MC&G production contracting for all elements and organizations, internal and external to HTC.
3. Based on formulated programs and production assignment, develop contracting plans and schedules for timely execution of the MC&G production contracting program.
4. Organize work to be contracted into appropriate LOTS, develop technical provisions, assemble specifications, and conduct contractor reviews providing technical assistance as required.
5. In coordination with the Acquisition and Administration Branch participate and assist in the performance of preaward surveys of contractors facilities, capabilities and management practices.
6. Provide staff management and supervision of the status of contract production, product acceptance and quality control.

7. Analyze, validate or controvert claims for reimbursement by commercial contractors resulting from alleged or actual government causes claimed to have an adverse effect on contractor's performance.

8. Coordinate, provide guidance, direct the utilization of Department senior cartographer personnel called upon to perform quality inspections of contractor produced products.

09E2 ACQUISITION AND ADMINISTRATION BRANCH

Functions:

1. Provide acquisition support for the Center for mission products and series in DMIS-P Category 1 thru 4 as listed under the expense element listed below:

- a. Aeronautical Products and Services (EEIC-1210)
- b. Hydrographic Products and Services (EEIC-1220)
- c. Topographic Products and Services (EEIC-1230)
- d. Missile and Target Materials (EEIC-1240)

2. Plan, develop, and coordinate Center contracting policies and procedures in the aforestated categories in accordance with HTC, DMA, DoD and Federal acquisition regulations, instructions, and/or statutes.

3. Collaborate with appropriate elements in the development of acquisition plans; manage and direct all administrative functions and programs (including the small business program) associated with all contracts for the product and service categories depicted above.

4. Provide advisory service to program and management personnel in business and administrative matters related to contracts, in the aforementioned categories; execute and approve all administrative determinations and award instruments for contracts in the aforestated categories.

09E21 SECTION I

Functions:

1. Manage and direct all administrative functions associated with contracts, for aeronautical, hydrographic, and topographic mapping and charting production requirements.

2. Review contracts and awards, to insure adherence to applicable legal and regulatory requirements governing Federal Procurement.

3. Effect cost and price analyses; determine reasonableness of price and the proposed contractor's competence to perform under contract.

4. Determine the appropriate mode of procurement and obtain needed supplies, services, and equipment by either formally advertised or negotiated procedures.

5. Prepare and issue solicitations, open bids and offers, evaluate bids and offers, conduct negotiations, and award contracts.

6. Perform all aspects of contract administration including negotiation and issuance of change orders, modifications, and termination of contracts; certifying receipt and recommendation for payment; adjusting, rejecting, or adjudicating claims of contractors; and completion of contract close out.

7. Adhere to necessary reporting requirements delineating lead times, number of transactions, and status information.

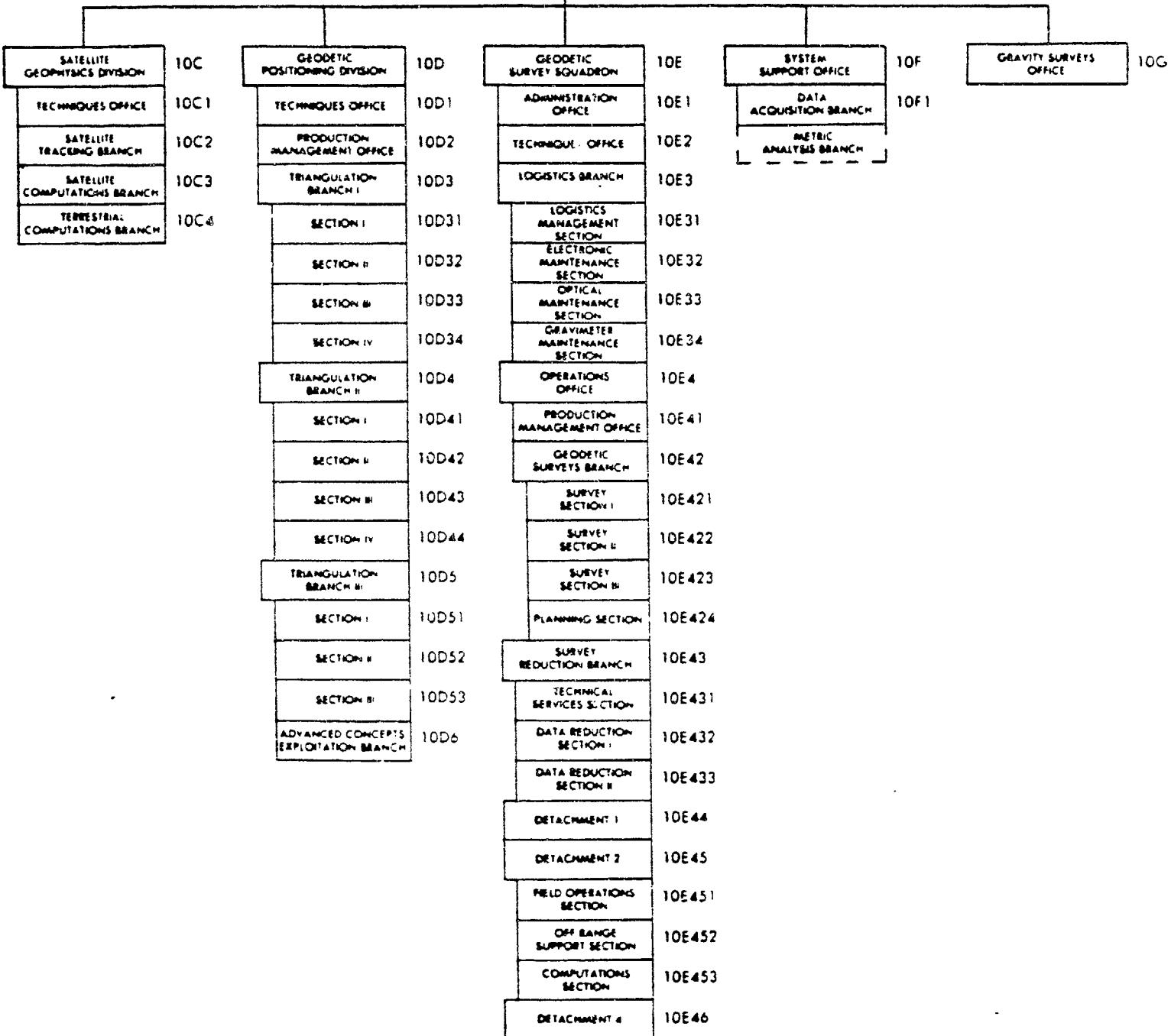
09E22 SECTION II

Functions:

Perform the same functions as Section 1 except that Section 2 will manage and direct all administration functions associated with contracts for digital production, geodetic/geophysical activities and all other MC&G related services funded under the above expense elements.

**GEOODESY & SURVEYS  
DEPARTMENT**

10



10 GEODESY AND SURVEYS DEPARTMENT

Mission: Acquire, analyze, reduce, evaluate and distribute geodetic and geophysical information required to support DoD MC&G requirements.

10A PRODUCTION MANAGEMENT OFFICE

Mission: Provide management and administration to all elements, establish effective production schedules; exercise staff direction and control as required over all programs, products and activities.

Functions:

1. Maintain control over the Management Information Systems.
2. Assign production schedules and priorities for activities, monitor progress, and prepare necessary production reports.
3. Establish and maintain the production, productivity measurement, and quality control standards. Ensure that in-process quality control procedures are followed, and recommend acceptance and/or rejection of products produced.
4. Conduct operations research and systems analysis studies to improve productivity and management effectiveness.
5. Prepare or direct preparation of the operational plans, instructions, special purpose project plans, specifications, etc.
6. Coordinate all actions relative to supply, equipment procurement, including the procurement of automatic data processing hardware and software, and equipment maintenance requirements.
7. Coordinate input to the Center's MC&G Program, and provide for the input to short-, mid-, and long-range geodetic plans of the department as requested by PR.
8. Coordinate and assist in the acquisition of existing geodetic and geophysical data in support of DoD requirements.
9. Provide for technical assistance to requesting agencies and higher headquarters on techniques and methodologies related to geodesy, geophysics, and survey matters.
10. Administer overtime, travel, minor equipment, supply funds, training programs, and ADP open shop activities.
11. Manage the technical and physical security programs and practices. Control special access billets.

10B TECHNIQUES OFFICE

Mission: Provide technical expertise to geodetic, geophysical, and point positioning programs as related to mapping and weapons system requirements. Provide technical support to the Systems and Techniques Directorate.

Functions:

1. Analyze operational equipment, techniques, and procedures and determine RDT&E needs.
2. Manage techniques improvement efforts and be cognizant of related activities in DMA and other foreign and domestic agencies.
3. Conduct overall technical improvement studies and coordinate techniques improvement program with other Center elements on matters of joint interest.
4. Support analyses and develop plans to ensure proper integration of current methods with planned improvements in production processes.
5. Make recommendations and give guidance to the GSP Division Techniques Office on the evaluation, modification and maintenance of the analytical photogrammetric systems and processes.
6. Provide recommendations and guidance to the GSS Techniques Office on the evaluation, modification, and maintenance of inertial measuring and astronomic equipment, gravity gradiometry instrumentation, and satellite signal receivers.
7. Provide recommendations and guidance to the GSS and GSG Techniques Offices on software and data reduction procedures employed for satellite and conventional survey data.
8. Propose and provide operational adaptation and improvement of new technology to support DoD MC&G weapon system requirements.
9. Develop formulas, procedures and computer programs for the determination of geodetic quantities relevant to Department activities.
10. Develop procedures for providing geoid undulation and deflection data on an area basis for development of operational activities.
11. Review and coordinate all abstracts, speeches, and papers prepared by Department personnel.
12. Promote and monitor Long Term Full Time Training Personnel.

13. Support recruitment of personnel.

10C    SATELLITE GEOPHYSICS DIVISION

Mission: Plan, acquire, reduce and furnish geodetic satellite data in support of precise point positioning, mapping, DoD weapons systems and related programs.

10C1    TECHNIQUES OFFICE

Functions:

1. Analyze the division operations with a view to improving data acquisition and data reduction procedures.
2. Develop and/or adapt advanced, mathematical, statistical and geodetic principles to support the division's geodetic and geophysical programs.
3. Perform techniques improvement studies to solve operational problems affecting the quality of data produced.
4. Support development of new hardware systems through data analysis of model studies and data reduction.

10C2    SATELLITE TRACKING BRANCH

Functions:

1. Plan, manage, and accomplish field operations for the acquisition of geodetic and geophysical data by observations on Earth orbiting satellites.
2. Perform satellite ground surveys.
3. Operate TRANET Station 107, provide technical management to the TRANET network, and maintain time and frequency standards.
4. Furnish technical assistance to other domestic and foreign agencies.
5. Calibrate, maintain and modify satellite observing equipment as required.
6. Develop new hardware and hardware test procedure for depot and field use.

10C3 SATELLITE COMPUTATIONS BRANCH

Functions:

1. Operate a system to gather and preprocess geodetic satellite tracking data from global communications networks.
2. Compute precise ephemerides for Earth orbiting satellites for geodetic purposes. Monitor observation data, and analyze and evaluate computed ephemerides and associated results.
3. Compute geodetic positions based on satellite observations. Analyze and evaluate results.
4. Assist the Satellite Tracking Branch in determining the method and mode of satellite observations to accomplish specific results. Perform data analysis to support hardware maintenance.
5. Compute satellite pass schedules or provide parametry as required for various tracking projects.
6. Maintain and develop software required for the orbit improvement and geodetic positioning computations.
7. Evaluate operational satellite data reduction techniques and computer programs. Adopt new techniques and programs for improved results.
8. Maintain automated files of preprocessed tracking data and precise ephemerides and associated data; furnish data to DoD and non-DoD agencies as required.

10C4 TERRESTRIAL COMPUTATIONS BRANCH

Functions:

1. Process and adjust networks of geodetic control, both horizontal and vertical; maintain the automated control data, provide adjustment results, evaluations and reports.
2. Compute geoid heights for areas throughout the world; furnish graphics, evaluations and reports.
3. Compute datum transformations between satellite derived positions and terrestrial coordinates.
4. Perform studies on datum unification; maintain graphics depicting operational and preferred datum, inter datum and intra datum accuracies.
5. Develop, maintain and evaluate adjustment techniques and computer programs; adopt new techniques and software to improve results.

6. Upon request, provide technical assistance to other agencies and countries concerning geodetic adjustment techniques, datum, and grids.

7. Perform survey tie computations between satellite observation stations and local control.

8. Provide assistance to the Satellite Tracking Branch in planning satellite point positioning placement for strengthening existing control networks and for determining best datum shift parameters.

9. Investigate relationships among the reference system of various space systems (VLBI, Lunar Laser, Doppler, etc.) and terrestrial systems.

10. Perform special purpose calibrations of measuring systems and furnish report and evaluation of results.

11. Maintain automated files of results of Doppler geodetic point positioning, related ground survey tie data and datum shift parameters, and furnish results and status reports to DoD and non-DoD agencies as required.

10D GEODETIC POSITIONING DIVISION

Develop photogrammetric control for precise point positioning and vertical data collection in support of Digital Data, Advanced Weapon Systems, Mapping and Point Positioning Data Base Programs.

10D1 TECHNIQUES OFFICE

Functions:

1. In coordination with the Department Techniques Office, evaluate, modify, and maintain analytical photogrammetric software systems for the Division.

2. Provide support to R&D efforts associated with analytical photogrammetric systems.

3. Support the Division in the resolution of special system problems associated with hardware and software.

4. Establish, program, and maintain data files for implementation of software to be used by current and forthcoming computer assisted mensuration equipment.

5. Establish and maintain application software to be used to support required production processes.

6. Establish and monitor quality control standards applicable to the Division's photogrammetric processes.

7. Review/analyze calibrations of all marking and measuring equipment assigned to the Division.
8. Determine system accuracies and performance capability in support of point positioning systems.
9. Perform simulations to determine and verify systems requirements.

10D2 PRODUCTION MANAGEMENT OFFICE

Functions:

1. Assign production schedules and priorities for Division activities, monitor progress, and prepare necessary production reports.
2. Establish and maintain quality control standards and ensure that inprocess quality control procedures are followed.
3. Provide manpower and cost estimates for aerotriangulation programs by analytical photogrammetric methods in support of mapping and targeting.
4. Coordinate on all actions relative to equipment procurement, equipment maintenance, space utilization, and supplies within the Division.
5. Administer Division overtime requirements.
6. Establish and maintain a Management Information System for the Division.
7. Responsible for the implementation of software into the production process to support future requirements.
8. Maintain operating records for use in recommending new or replacement equipment.

10D3 TRIANGULATION BRANCH I

10D31 SECTION I

10D32 SECTION II

10D33 SECTION III

10D34 SECTION IV

10D4 TRIANGULATION BRANCH II

10D41 SECTION I

10D42 SECTION II

10D43 SECTION III

10D44 SECTION IV

10D5 TRIANGULATION BRANCH III

10D51 SECTION I

10D52 SECTION II

10D53 SECTION III

Functions:

1. Plan, organize and execute aerotriangulation by analytical photogrammetric methods in support of Mapping, Advanced Weapons Systems, Point Positioning Data Base and Targeting programs.

2. Provide production support on special projects as required by Production Management Office and Techniques Office.

3. Provide support to the Production Management Office in quality control, project estimates and equipment justification.

4. Provide support for calibration and operation of all marking and measuring equipment assigned to the Division.

5. Provide statistical analysis of measured data to assure quality control of mensuration data.

6. Establish and maintain training requirements to assure an adequate number of individuals are trained to operate the marking and measuring equipment and assure required operator skills are developed.

7. Establish work schedules in coordination with the Production Management Office to satisfy production assignments.

8. Maintain data files for implementation of both current and forthcoming production processes.

10D6 ADVANCED CONCEPTS EXPLOITATION BRANCH

Functions:

1. Perform technical development studies to develop a Center capability for the exploitation of advanced acquisition systems.

2. Monitor technical programs associated with acquisition and production systems which impact the development of a Center capability for exploitation of advanced acquisition systems.

3. Maintain cognizance and technical expertise relative to advanced acquisition systems in order to provide technical support to the Center's Systems and Techniques Directorate and to address issues tasked by the Special Program Office for Exploitation Modernization.

4. Provide technical assistance to production elements during development, testing, and implementation of certain new production systems and methodologies.

10E GEODETIC SURVEY SQUADRON

Mission: Acquire, analyze, reduce, and furnish precise geodetic and geophysical data, worldwide, to support DoD strategic, tactical, and other weapons systems, weapons support systems, tracking and data acquisition systems, and special projects. Provides technical advice on the development of survey instrumentation to the Department Techniques Office.

10E1 ADMINISTRATION OFFICE

Function:

1. Administer personnel programs; provide administrative support; inspect GSS personnel and facilities, and initiate corrective action.
2. Administer the general military training program.
3. Administer civilian personnel programs with the assistance and guidance of the Center's Personnel Office.
4. Provide visual and graphic arts support to the Squadron.

10E2 TECHNIQUES OFFICE

Functions:

1. Formulate quality control policy and objectives to assure adequacy of data acquisition and survey reduction; determine limitation of current capabilities.
2. Provide technical liaison with elements of the MC&G community in areas of advanced technology and techniques improvements; perform staff studies of technical proposals in support of operational elements.

3. Provide technical interface relative to new equipment and techniques.
4. Prepare and maintain technical operating instructions.
5. Evaluate, verify, and update acquisition and reduction processes to ensure state-of-the-art procedures are utilized.
6. Provide office input to operating plans as required.

10E3 LOGISTICS BRANCH

Functions:

1. Manage the activities involved in procurement, storage, engineering modification, accountability, maintenance, calibration, and inspection of accountable property.
2. Provide engineering support to the maintenance sections and the Techniques Office for special tests, studies, and evaluation.
3. Provide for contractual services.
4. Provide logistical support to all elements and coordinate support requirements with appropriate host Bases.
5. Maintain technical liaison with other elements of the MC&G community, manufacturers and suppliers, to keep abreast of latest developments in equipment and procedures, and to monitor delivery schedules.
6. Coordinate vehicle requirements with GSS elements, Department HQ, HTC/LO, and General Services Administration. Prepare specifications for special purpose vehicles.
7. Define training needs; manage and execute technical training program.
8. Manage pool of assigned GSA and special purpose vehicles.
9. Provide input to operational plans as required.

10E31 LOGISTICS MANAGEMENT SECTION

Functions:

1. Process, store, issue, and account for all geodetic survey equipment and supplies, and assist in the transportation of same.
2. Prepare requests and monitor contracts for acquisition of materials, supplies, equipment, and services.

3. Provide maintenance control of all equipment.
4. Provide for contract maintenance.
5. Prepare input to operational plans.

10E32    ELECTRONIC MAINTENANCE SECTION

Functions:

1. Perform field and lab repairs, maintenance, and calibrations, and develop modifications to electronic components and specialized electronic equipment, and systems employed in precise surveying operations and communications in support thereof.
2. Test, evaluate, and modify electronic equipment as required.
3. Maintain detailed logs on in-house equipment maintenance, modification, and repair.
4. Prepare input to operational plans.

10E33    OPTICAL MAINTENANCE SECTION

Functions:

1. Perform repairs, calibrations, and maintenance, and develop modifications to optical instruments, surveying systems, and optical components of specialized equipment employed in precise surveying operations.
2. Test, evaluate, and modify mechanical and optical equipment.
3. Maintain detailed logs on in-house equipment maintenance, modification, and repair.
4. Prepare input to operational plans.

10E34    GRAVIMETER MAINTENANCE SECTION

Functions:

1. Perform repairs, calibrations, and maintenance, and develop modifications to geodetic land and marine gravimeters and ancillary equipment.
2. Test, evaluate, and modify gravimeter equipment.
3. Maintain detailed logs on in-house equipment maintenance, modification, and repair.
4. Prepare input to operational plans.

10E4

OPERATIONS OFFICE

Mission: Provide management and administration to all Squadron production elements, establish production schedules; exercise direction and control as required over all Squadron production programs, products and activities involved in the acquisition, reduction, and distribution of geodetic and geophysical data.

10E41

PRODUCTION MANAGEMENT OFFICE

Functions:

1. Provide for technical assistance to requesting agencies in defining survey requirements related to geodetic and geophysical surveys in support of DoD requirements.
2. Receive assigned projects, determine objectives, scope and accuracy requirements, and issue coordinated project assignments with tasking, milestones, and priorities for the production elements.
3. Provide production information to all elements of GSS and GS for their management needs; provide inputs to the Defense Mapping Agency Management Information System (DMIS); and maintain the GSS Management Information System.
4. Perform final quality control step to assure that final product meets all requirements; issue all published survey data and project reports.
5. Prepare conceptual and operational plans, instructions, special project plans, etc., for assigned projects.
6. Monitor and maintain the production training program; determine training needs of the office personnel, and schedule personnel for required training.
7. Serve as central point of contact for obtaining geodetic control, maps, and production related information.
8. Provide archival service for MC&G data and products, maintain a Technical Reference Desk and procure MC&G published materials for other GSS elements.
9. Prepare, input, and monitor the MC&G financial plans and programs.

10E42

GEODETIC SURVEYS BRANCH

Functions:

1. Plan, schedule, and accomplish geodetic and geophysical data collection surveys commensurate with assigned production goals.
2. Research existing source data and identify additional source data for use on assigned project requirements.
3. Collect geodetic and geophysical data to support developmental concepts on state-of-the-art systems, techniques and procedures.
4. Provide technical expertise in the above areas to other GSS elements to support project planning and survey specifications development.
5. Effect in-process quality control procedures to assure adequacy of data acquired.
6. Determine training needs in geodetic and geophysical survey data acquisition techniques and procedures; schedule personnel for required training.
7. Provide personnel to support GSS training program.
8. Provide input to operational plans as required.

10E421

SURVEY SECTION I

Functions:

1. Plan, schedule, and perform geodetic and geophysical surveys using conventional, astronomical and Doppler survey techniques.
2. Direct field teams engaged in worldwide data acquisition activities; perform field computations; effect in-process quality control procedures to assure adequacy of required data.
3. Determine training needs in geodetic and geophysical survey data acquisition techniques and procedures; schedule required training in coordination with GSSOM.
4. Provide direct support to field survey personnel assigned to the Kwajalein Missile Range (KMR); provide additional survey personnel when needed to satisfy KMR data acquisition efforts, maintain weekly contact with KMR personnel.
5. Prepare input to operational plans.

10E422 SURVEY SECTION II

Functions:

1. Plan, schedule, and perform geodetic and geophysical surveys using conventional and gravity survey techniques.
2. Direct field teams engaged in worldwide data acquisition activities; perform field computations; effect in-process quality control procedures to assure adequacy of required data.
3. Determine training needs in geodetic and geophysical survey data acquisition techniques and procedures; schedule required training.
4. Prepare input to operational plans.

10E423 SURVEY SECTION III

Functions:

1. Plan, schedule, and perform geodetic and geophysical surveys using conventional and inertial survey techniques.
2. Direct field teams engaged in worldwide data acquisition activities; perform field computations; effect in-process quality control procedures to assure adequacy of required data.
3. Determine training needs in geodetic and geophysical survey data acquisition techniques and procedures; schedule required training.
4. Prepare input to operational plans.

10E424 PLANNING SECTION

Functions:

1. Upon receipt of project assignments, plan, schedule, and monitor the accomplishment of geodetic and geophysical surveys using the most effective and efficient combination of gravity, satellite positioning, astronomic positioning, inertial positioning, and conventional survey techniques to satisfy stated requirements.
2. Prepare project specifications and technical instructions; establish milestones for accomplishment of large scale programs and suspense dates for small projects; direct reconnaissance for large scale programs; effect quality control procedures to assure adequacy and timeliness of acquired data.
3. Maintain current project and program status data and provide project and production status reports as required; maintain

availability data on critical survey resources, including qualified personnel and critical survey equipment to facilitate survey planning and scheduling.

4. Monitor and coordinate activities to ensure that surveys required for large-scale programs are accomplished within guidelines established in the planning phase, and realignment of responsibilities are effected as required.

5. Determine and monitor external personnel and equipment resources required to accomplish surveys; determine training needs of external personnel resources; schedule required training in data acquisition techniques and procedures.

6. Prepare input to operational plans.

10E43 SURVEY REDUCTION BRANCH

Functions:

1. Plan, schedule, and accomplish geodetic and geophysical survey data reduction commensurate with assigned production goals.

2. Manage and operate the GSS computer facility and associated data processing equipment.

3. Perform geodetic and geophysical data reduction to support development concepts on state-of-the-art positioning systems, techniques and procedures.

4. Provide technical expertise in the above areas to other GSS elements to support project planning and survey specifications development.

5. Effect in-process quality control procedures to assure adequacy of data products and software.

6. Determine training needs in data processing and geodetic and geophysical survey data reduction equipment, techniques, and procedures; schedule personnel for required training.

7. Provide input to operational plans as required.

10E431 TECHNICAL SERVICES SECTION

Functions:

1. Operate the GSS computer facility.

2. Perform computer systems quality control, analysis, programming, data processing, and automated data files storage and retrieval.

3. Provide for and administer geodetic and other required data bases.
4. Oversee and support field terminals and data recorder systems.
5. Prepare input to operational plans.

10E432 DATA REDUCTION SECTION I

Functions:

1. Provide specialized data reduction expertise and perform data reduction, adjustments, and error analysis on all squadron astronomic and Doppler satellite surveys.
2. Perform data reduction, adjustment, and error analysis on assigned conventional surveys.
3. Review, support, and assist the detachments and field units in their data reduction procedures and methods.
4. Assist in the planning of survey projects and preparation of project specifications, using simulation and error propagation techniques.
5. Create and maintain automated geodetic data files.
6. Prepare master copy of survey data package.
7. Prepare required final data package for the DoD Satellite Record Center.
8. Prepare input to operational plans.

10E433 DATA REDUCTION SECTION II

Functions:

1. Provide specialized data reduction expertise and perform data reduction, adjustment, and error analysis on all squadron inertial and gravity surveys.
2. Peform data reduction, adjustments, and error analysis of assigned conventional geodetic surveys.
3. Review, support, and assist the detachments and field units in their data reduction procedures and methods.
4. Assist in the planning of survey projects and preparation of project specifications, using simulation and error propagation techniques.

5. Create and maintain geodetic data files.
6. Prepare master copy of survey data package.
7. Prepare input to operations plans.

10E44

DETACHMENT 1 (VANDENBERG AIR FORCE BASE, CALIFORNIA)

Functions:

1. Provide precise geodetic survey and technical assistance to the Air Force Western Space & Missile Center (WSMC) and to other geodetic services requesters.
2. Determine training needs; execute detachment training program in consonance with the GSS production training program.
3. Provide detachment input to operational plans as required.

10E45

DETACHMENT 2 (WHITE SANDS MISSILE RANGE, NEW MEXICO)

10E451

FIELD OPERATIONS SECTION

Functions:

1. Plan, schedule, and perform precise geodetic and geophysical surveys using conventional, astronomical, inertial, and gravity survey techniques.
2. Research existing source data and identify additional source data for use on assigned project requirements.
3. Provide technical expertise in the above areas to other Detachment elements to support project planning and survey specification development.
4. Direct field teams engaged in data acquisition activities; perform field computations; effect in-process quality control procedures to assure adequacy of required data.
5. Direct training needs in geodetic and geophysical survey data acquisition techniques and procedures; schedule personnel for required training.
6. Provide input to operational plans as required.

10452

OFF RANGE SUPPORT SECTION

Functions:

1. Plan, schedule and perform precise geodetic and geophysical surveys using conventional, astronomical, Doppler, inertial, and gravity survey techniques.

2. Research existing source data and identify additional source data for use on assigned project requirements.
3. Collect geodetic and geophysical data to support developmental concepts on state-of-the-art positioning systems, techniques, and procedures.
4. Provide technical expertise in the above areas to other GSS elements to support project planning and survey specification development.
5. Effect in-process quality control procedures to assure adequacy of data acquired.
6. Determine training needs in geodetic and geophysical survey data acquisition techniques and procedures; schedule personnel for required training.
7. Provide input to operational plans as required.

10E453

#### COMPUTATIONS SECTION

1. Plan, schedule and perform precise geodetic and geophysical surveys using conventional, astronomical, Doppler, inertial, and gravity survey techniques.
2. Research existing source data and identify additional source data for use on assigned project requirements.
3. Collect geodetic and geophysical data to support developmental concepts on state-of-the-art positioning systems, techniques, and procedures.
4. Provide technical expertise in the above areas to other GSS elements to support project planning and survey specification development.
5. Effect in-process quality control procedures to assure adequacy of data acquired.
6. Determine training needs in geodetic and geophysical survey data acquisition techniques and procedures; schedule personnel for required training.
7. Provide input to operational plans as required.

10E46

#### DETACHMENT 4 (PATRICK AIR FORCE BASE, FLORIDA)

##### Functions:

1. Provide precise geodetic survey and technical assistance support to the Air Force Eastern Space and Missile Center (ESMC) and to other geodetic services requesters.

2. Determine training needs: execute detachment training program in consonance with the GSS production training program.
3. Provide input to operational plans as required.

10F SYSTEM SUPPORT OFFICE

Mission: Acquire, process and furnish geodetic satellite data to support a special activity. Acquire, analyze and furnish mapping data to support the DMA mission.

10F1 DATA ACQUISITION BRANCH

Function:

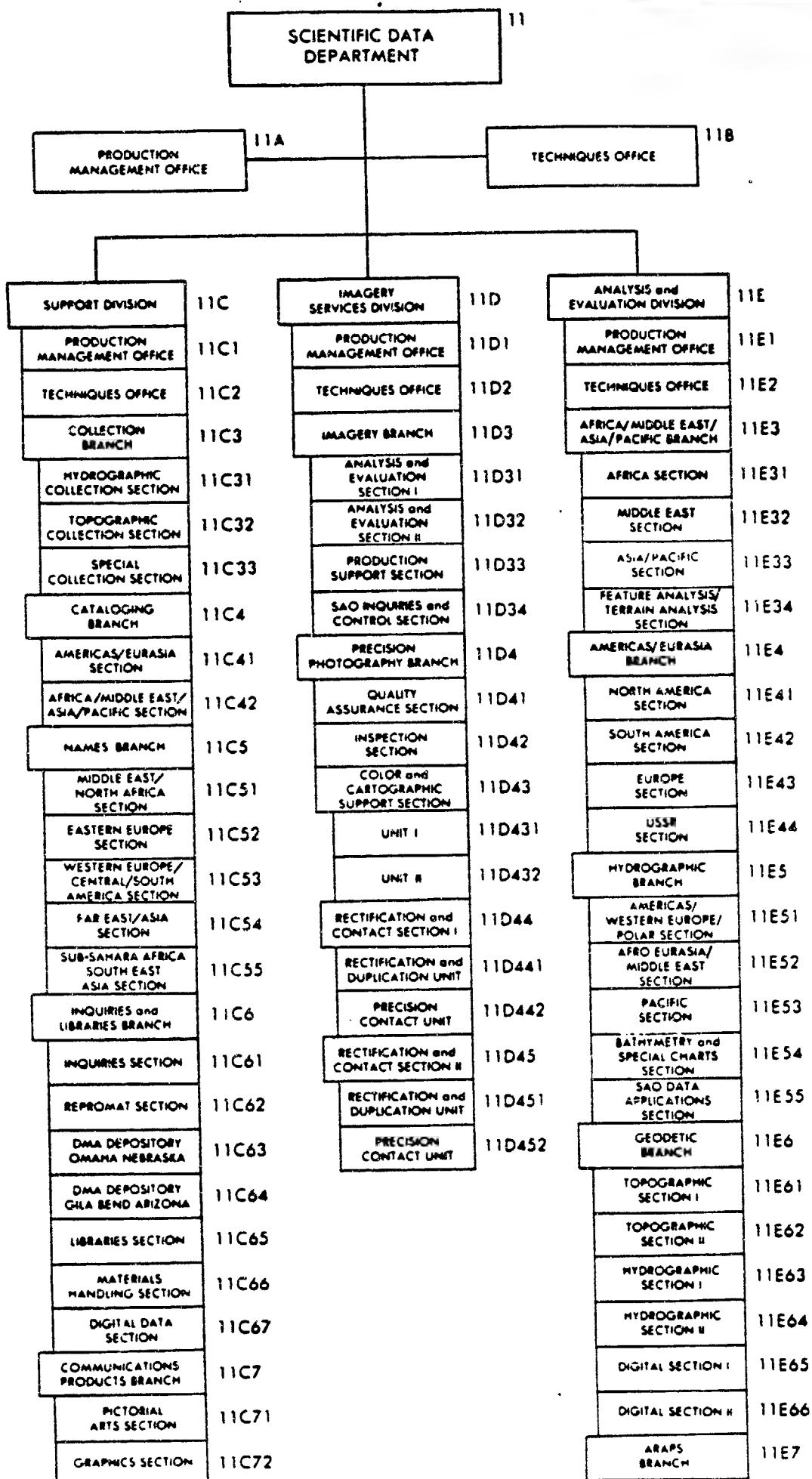
1. Operate a dedicated computer facility to gather and preprocess geodetic satellite tracking data, and furnish it to users.
2. Monitor and analyze satellite observation data, and provide feedback on performance to the tracking network.
3. Acquire mapping support data and furnish it to users as required.

10G GRAVITY SURVEYS OFFICE

Mission: Plan, acquire, reduce and furnish gravity data in support of DoD weapons systems and related geodetic programs.

Functions:

1. Manage, plan and accomplish gravity surveys (terrestrial, benthic, marine and airborne) utilizing in-house, contract and/or agreement resources. Coordinate and assign all HTC survey activities in support of gravity acquisition.
2. Perform mathematical analyses to support survey planning. Compute and adjust terrestrial, benthic marine airborne gravity surveys. Develop and maintain software to accomplish these activities.
3. Direct the integration of new technology, both gravimetric and positioning, to support the mission.
4. Exercise quality assurance over all HTC, contract and agreement derived gravity data.
5. Maintain automated files of raw and adjusted gravity observations and base station descriptions to support current activities.
6. Furnish technical advice and assistance to domestic and foreign agencies.



## 11 SCIENTIFIC DATA DEPARTMENT

Mission: Develop, manage, integrate, standardize, and operate scientific and technical data bases in support of DMA MC&G production requirements and external DoD and other users. Collect, analyze, evaluate, and synthesize source data worldwide for DMA data bases and external users on a continuing basis. Manage, maintain, and enhance DMA DoD Libraries of Maps, Geographic Names, Geodetic Data, Bathymetric Data, and Nautical Charts, the DMA Depository, and the DMA Map and Chart College Depository Program. Provides repromats, communications products, MC&G crisis support, Operational Command support, and provides photographic service. Monitor and maintain the operational aspects of DMA international MC&G agreement activities with foreign technical institutes and agencies, and provide specialized hydrographic and topographic technical expertise on international activities for DMA. Plan, develop and monitor the Department's travel, training, upward mobility and other similar programs.

### 11A PRODUCTION MANAGEMENT OFFICE

Mission: Provide production management guidance to all Department elements; coordinate, review, and evaluate program support and servicing assignments, production effort, and resource utilization. Provide staff guidance and control over topographic, hydrographic, digital and special programs, international activities, and other departmental activities.

#### Functions:

1. Determine Department resource requirements to Support Center programs. Provide alternate solutions, overstrength positions, temporary hires, contracting, etc. to offset resource deficits. Coordinate adjustments to EJTD to ensure maximum application of existing resources.
2. Review, adjust, and validate production standards and CAPS levels of effort for non-production programs.
3. Manage and monitor the production, support, and servicing programs. Establish production schedules and priorities, and monitor to ensure meeting the Center program.
4. Perform staff supervision of collection efforts and assure selection of appropriate procurement channels. Initiate actions to satisfy DMA international commitments from activities and agreements in the MC&G field; monitor and assure their compliance with interagency and international agreements.
5. Assess effectiveness of the operation of scientific and technical data bases in meeting user requirements; coordinate data base resource allocation and scheduling.

6. Manage the Quality Assurance Program; develop and manage administrative and support programs such as E/P, EEO, Suggestions, COOP, vital records, crisis projects, physical/ADP Security, and space facilities.

7. Manage the major equipment program; coordinate the budgeting and procurement of major equipment; maintain inventory and administer the property, supplies, and equipment.

8. Authorize approval of overtime and supply funds.

11B TECHNIQUES OFFICE

Mission: Provide technical expertise to the Department's programs in the areas of data acquisition, analysis and evaluation; development, operation and maintenance of scientific and technical data bases; and photographic reproduction. Provide technical support to the Systems and Techniques Directorate.

Functions:

1. Determine Department technical development objectives. Conduct Department-wide technical development projects to ensure technical objectives are met. Coordinate the Department technical development program with other Center elements on matters of joint interest.

2. Analyze operational processes, equipment, procedures and techniques to determine technical improvement and research and development requirements. Develop plans to ensure the proper integration of current methods with planned improvements in production processes, to include those covered by Special Program Office for Exploitation Management (SPOEM). Coordinate and conduct activities relative to configuration management.

3. Guide Division Techniques Offices in the evaluation, modification and maintenance of the Division's operational systems and processes. Ensure that, following the completion of a successful technical development project, Computer Assisted Programming System (CAPS) standards are modified and that Effectiveness/Productivity (E/P) savings are identified and documented. Review and coordinate all technical abstracts, speeches, papers and procurement documents prepared by Department personnel.

4. Keep abreast of technical development efforts within the Department and of related activities within DMA and other agencies engaged in similar or related activities.

5. Recommend application of new technology to support Departmental requirements in the areas covered by computer, photographic, cartographic and geodetic sciences. Develop and administer Department's Long-Term Full-Term Training Program (LTFTT).

6. Provide input to, and review and evaluate research and development efforts which will enable the Department to achieve its technical objectives.

11C SUPPORT DIVISION

Mission: Provide support services to sustain MC&G analysis and production requirements for DMA-wide users, federal agencies, foreign governments, and private organizations. Provide support services input for the establishment and utilization of scientific and technical data bases. Collect, catalog, store, and retrieve worldwide source materials. Quality assure, catalog, store, and retrieve HTC digital data products. Operate and maintain the DMA DoD Libraries of Maps, Nautical Charts, Bathymetric Data, Geodetic Data and Foreign Place Names. Perform research on boundaries and provide name for Map and Chart production. Perform geographic names research and prepare gazetteers. Provide foreign language services to support MC&G requirements. Conduct interagency reference and loan service; administer the DMA Map and Chart Depository Program; and maintain store, and retrieve reformat. Design, prepare and maintain Multi Media/Communications exhibits and maintain the HTC/HQ DMA Briefing Graphics Library. Operate and maintain the Map and Chart Information System (MACIS) and the Digital Information System (DIS).

11C1 PRODUCTION MANAGEMENT OFFICE

Functions:

1. Manage and monitor programs, equipment, and overall resources.
2. Monitor support and use of scientific and technical data bases.
3. Maintain cognizance of objectives, issue guidance, and provide coordination for the interface, and maintenance of the ADP systems.
4. Assign and schedule projects to Branches; monitor project status and progress rates against production objectives; assess impact of project changes.
5. Provide management information reports on activities such as production, collection, workload analysis, and productivity measurement.
6. Identify projected equipment needs for the Investment Equipment Procurement Program, and monitor procurement progress; maintain inventory of and administer the property, supplies, and equipment.
7. Manage the Quality Assurance Program; implement and monitor progress of administrative and managerial programs, such as E/P, Suggestions, Training, EEO, Upward Mobility, and similar efforts.

8. Establish requirements for overtime, training, travel, and supplies.

11C2 TECHNIQUES OFFICE

Functions:

1. Develop Division technical development objectives in coordination with the Department Techniques Office. Conduct technical development projects required to support and improve production efficiency and capabilities. Provide technical support to Department-wide technical development projects.
2. Resolve immediate hardware and software problems associated with operational systems within the Division.
3. Develop, evaluate, modify and maintain applications software resident on computer systems within the Division.
4. Test, accept and implement new production systems, processes and procedures into the Division.
5. Provide support to Configuration Management activities.
6. Provide technical support to R&D efforts concerning automated library storage and retrieval, audio and visual aid communication devices/systems, and information processing systems.

11C3 COLLECTION BRANCH

Functions:

1. Collect MC&G data such as maps, charts, digital data, reformat, imagery, publications, and documents for utilization in DMA scientific and technical data bases.
2. Administer map and chart exchange arrangements with foreign agencies and institutions and act as exchange agent for U.S. agencies.
3. Provide hydrographic and topographic technical support to Interagency Map and Publications Acquisition Committee.
4. Provide hydrographic and topographic technical support and interface with all DMA Liaison Offices abroad.

11C31 HYDROGRAPHIC COLLECTION SECTION

11C32 TOPOGRAPHIC COLLECTION SECTION

11C33 SPECIAL COLLECTION SECTION

Functions:

1. Analyze specified collection requirements from DMA users and determine optimum collection procedures.
2. Locate and acquire MC&G source data which includes maps, charts, physiographic charts, sounding data, track profiles, detailed surveys, digital data, reproximat, publications, and documents; conduct systematic overseas and local collection missions; inform requesters on results of collection activities.
3. Develop and monitor MC&G data exchange arrangements with foreign agencies and institutions.
4. Arrange, monitor, and participate in briefings and debriefings of Defense attaches, Geographic attaches, and others for DMA.
5. Prepare and present HTC collection instruments and guidance for MC&G data. Advise and assist other agencies in foreign and local acquisitions. Monitor and coordinate DMA initiated Intelligence Collection Requirements (ICRs).
6. Select MC&G source materials in coordination with other elements for cataloging into the DoD Libraries and the DMA Depository.

11C4 CATALOGING BRANCH

Functions:

1. Process information obtained from foreign and domestic MC&G products, source materials, and related items for utilization in the HTC data base systems.
2. Catalog foreign and domestic MC&G products, source materials, and related items for incorporation into the DMA DoD Library of Maps.
3. Assist in the development, testing, evaluation, and implementation of improved or new techniques which enhance the processing capabilities within the Branch.

11C41 AMERICAS/EURASIA SECTION

11C42 AFRICA/MIDDLE EAST/ASIA/PACIFIC SECTION

Functions:

1. Review, analyze, extract, and transcribe data on geographic, subject, and language content of maps, charts, plans, regional studies, books, documents, periodicals, and MC&G scientific and technical publications for utilization in the HTC data base systems.

2. Catalog maps, charts, plans, regional studies, books, documents, periodicals, and MC&G scientific and technical publications for incorporation into the HTC data base systems.

11C5 NAMES BRANCH

Functions:

1. Perform geographic, toponymic, and linguistic research leading to the collection, processing and storage of current data on the spelling, location, and designation of geographic features and place names.

2. Develop procedures and directives for the processing, treatment, and publication of geographic names and extraterrestrial nonnomenclatures to assure continuous DoD/DMA access to current toponymic data, to support MC&G projects entailing inclusion of geographic names and related data, and to promote uniformity of usage throughout the Federal Government.

3. Provide selected names for map and chart production and perform research on international or administration boundaries and their appropriate labeling as approved/coordinated with the Department of State. Performs demographic research to provide populated place categories for various map series.

4. Provide translation/interpreter services as required.

11C51 MIDDLE EAST/NORTH AFRICA SECTION

11C52 EASTERN EUROPE SECTION

11C53 WESTERN EUROPE/CENTRAL/SOUTH AMERICA SECTION

11C54 FAR EAST/ASIA SECTION

11C55 SUB-SAHARA AFRICA/SOUTHEAST ASIA SECTION

Functions:

1. Analyze, evaluate, and compile toponymic data; select, translate, romanize as needed, and otherwise process geographic names, and related sovereignty and descriptive data, for the establishment and expansion of DMA scientific and technical data bases in support of MC&G, Federal, and U.S. Board on Geographic Names mission requirements.

2. Assist in the development, testing, evaluating, and implementation of new or improved techniques designed to enhance names processing capabilities within the Branch.

3. Initiate source acquisition requests by identifying deficiencies in information/file coverage.
4. Provide selected names for map and chart production and perform research on international or administrative boundaries and furnish results of same indicating appropriate delineation, symbolization, and labeling, coordinated/approved by the Department of State. Perform demographic research to provide appropriate populated place categories adjusted for various map series.
5. Prepare gazetteers, list of names for DMA's Product Maintenance System, special-purpose names lists, romanization systems, and other special publications, as required.
6. Provide technical services to DMA operational elements and the U.S. Board on Geographical Names; respond to inquiries pertaining to foreign geographic names and the DoD Foreign Place Names Information System.
7. Maintain liaison with foreign and domestic organizations for exchange of information concerning the fields to toponymy, linguistics, and demography; participate in national and international conferences dealing with topographic issues/problems.
8. Develop and provide contract specifications; monitor, coordinate, and review for acceptability the work performed by contractors.
9. Provide translation/interpreter services as required.

11C6 INQUIRIES AND LIBRARIES BRANCH

Functions:

1. Provide inquiry and library service including interagency references and loan in support of internal and external requirements for MC&G data and related information.
2. Administer the DMA DoD Libraries of Maps, Nautical Charts Bathymetric Data, Geodetic Data, and Geographic Names.
3. Administer the DMA Map and Chart Depository Program, and Alternate Depositories.
4. Ensure that quality standards and product specifications are met for HTC digital data products.
5. Assist in the development, testing, evaluation, and implementation of improved or new techniques which enhance the processing capabilities within the Branch.

11C61 INQUIRIES SECTION

Functions:

1. Conduct full information and interagency reference and load service for maps, charts, digital data, books, documents, periodicals, and other MC&G source materials.
2. Respond to a variety of requests for information from DoD and other Government agencies, private organizations, and the general public.
3. Assign and coordinate standard series designations and edition numbers for all Center produced maps and those of cooperating foreign mapping agencies.
4. Conduct the DMA Map and Chart College Depository Program for selection and release of HTC items to colleges, universities, and public libraries.

11C62 REPROMAT SECTION

Functions:

Receive, analyze, index, store, retrieve, and provide information about and circulation of topographic reprox.

11C63 DMA DEPOSITORY (OMAHA NEBRASKA)

11C64 DMA DEPOSITORY (GILA BEND ARIZONA)

Functions:

Maintain the alternate depositories for MC&G data and provide storage retrieval services. Develop and maintain, in a current status, mobilization plans for emergency expansion of the Depository into the primary DOD reproduction holding area.

11C65 LIBRARIES SECTION

Functions:

1. Operate the DoD Libraries of Maps, Geographic Names, Geodetic Data, Bathymetric Data, and Nautical Charts and provide library support services.
2. Control the inventory and circulation of the above DoD Libraries data.
3. Store, retrieve, and disseminate maps, charts, plans, documents, books, periodicals, and other data.
4. Perform copying and microfilming services for SD.

11C66 MATERIALS HANDLING SECTION

Functions:

Receive, process, and distribute materials, source packages, and other data.

11C67 DIGITAL DATA SECTION

Functions:

1. Receive, analyze, evaluate, and verify all HTC and Co-producer digital data.
2. Maintain and provide information on the availability and type of digital data to fulfill customer requirements by producing computerized graphics and printouts.
3. Produce and provide the correctly formatted digital data to the Cartographic Data Bank and to other authorized military and civilian agencies.
4. Provide system managers to manage, schedule and train non-SD production elements in the use of Image Manipulation Stations (IMS).
5. Provide assistance in the development, testing, evaluation and implementation of new or improved techniques to enhance system and data base capabilities.
6. Convert existing data bases to meet new data formats.

11C7 COMMUNICATIONS PRODUCTS BRANCH

Functions:

1. Create, design, and produce special graphics, illustrations, photography, and other visual aids in support of HQ DMA and HTC collateral and SAA requirements.
2. Manage the DMA Exhibit Program (inventory, shipping, schedules, and handling at display sites).
3. Review contract work for acceptance.
4. Develop and maintain multimedia and video tape production in support of DMA Exhibit Programs.
5. Assist in the development, testing, evaluation, and implementation of improved or new techniques which enhance production and evaluation capabilities within the Branch.

11C71 PICTORIAL ARTS SECTION

Functions

1. Design and produce exhibits for DMA, HTC, IAGS, and ODS.
2. Design and produce multimedia and video tape presentations for HQ DMA, HTC, and other components as required.
3. Design and produce complete technical illustrations for presentations and exhibits.
4. Produce shaded relief drawings for maps and charts.
5. Laminate and mount maps and other materials.
6. Perform in-house quality control of products produced.
7. Review contract work for acceptance.
8. Maintain the Center Briefing Graphics Library.
9. Maintain cognizance of and recommend state-of-the-art processes and equipment in support of communication products production.

11C72 GRAPHICS SECTION

Functions:

1. Design and produce monotone and multicolor technical presentations consisting of special purpose graphics, illustrations, and visual aids for HTC, ODS, and HQ DMA.
2. Provide technical guidance to staff and Departmental personnel on technical presentations.
3. Produce the Center's program and planning graphics.
4. Perform in-house quality control of products produced.
5. Review contract work for acceptance.

11D IMAGERY SERVICES DIVISION

Mission: Acquire, evaluate, index, store, and retrieve and maintain inventory control of imagery for the establishment and utilization of scientific and technical data bases in support of MC&G mission requirements. Develop, manage, and maintain ADP systems in support of acquisition and evaluation of imagery for DMA and other Governmental agencies. Provide technical support to HQ DMA in the form of research activities, statistical and graphical reports, and various briefing materials to support the coordination and control of Agency imagery acquisition activities. Process imagery and provide photographic products in support of MC&G mission

requirements. Operate the Special Materials Library and the SAO Film Library. Maintain cognizance of and recommend state-of-the-art techniques.

11D1 PRODUCTION MANAGEMENT OFFICE

Functions:

1. Manage and monitor programs, equipment, and overall resources for the Division.
2. Monitor Division support and use of scientific and technical data bases.
3. Establish objectives, issue guidance, and provide coordination for the development, interface, installation, and maintenance of the Division's ADP systems.
4. Assign and schedule projects to branches; monitor project status and progress rates against production objectives; assess impact of project changes.
5. Provide management information reports on activities such as production, collection, workload analysis, and productivity measurement.
6. Identify projected equipment needs for the Investment Equipment Procurement Program, and monitor procurement progress; maintain inventory and administer the property, supplies, and equipment of the Division.
7. Manage the Quality Assurance Program of the Division; implement and monitor progress of administrative and managerial programs, such as Effectiveness/Productivity (E/P), Suggestions, Training, EEO, Upward Mobility, and similar efforts.
8. Establish requirements for Division overtime, training, travel, and supplies.

11D2 TECHNIQUES OFFICE

Functions:

1. Develop Division technical development objectives in coordination with the Department Techniques Office. Conduct technical development projects required to support and improve production efficiency and capabilities. Provide technical support to Department-wide technical development projects.
2. Resolve immediate problems associated with procedures and techniques and with the operational photographic and digital

equipment and the hardware and software of operational systems within the Divisions.

3. Develop, evaluate, modify and maintain applications software resident on computer systems within the Division.

4. Test, accept and implement new production systems, processes and procedures into the Division.

5. Provide support to Configuration Management activities.

6. Provide technical support to R&D efforts concerning automated library storage and retrieval, information processing, digital and photo-optical imagery evaluation and photographic systems, equipment and processes.

11D3      IMAGERY BRANCH

11D31    ANALYSIS AND EVALUATION SECTION I

11D32    ANALYSIS AND EVALUATION SECTION II

Functions:

1. Develop, manage, and maintain ADP systems of mapping requirements and other supportive information to establish collection priorities and initiate the collection of imagery for DoD and other Government agencies.

2. Support HQ DMA by formulating statistical and graphical reports, special briefing materials, and acquisition systems management information to provide status on current and former imagery collection activities.

3. Analyze and evaluate imagery to determine its adequacy for the MC&G and intelligence community applications.

11D33    PRODUCTION SUPPORT SECTION

Functions:

1. Analyze, evaluate, plot, recommend, and provide imagery data in support of MC&G production requirements.

2. Provide technical guidance and assistance on the various uses of imagery to DMA and other agencies.

11D34

SAO INQUIRIES AND CONTROL SECTION

Functions:

Receive, review, catalog, store, retrieve, duplicate, and disseminate documents, film, and special products housed in the Special Materials Library and the SAO Film Library.

11D4

PRECISION PHOTOGRAPHY BRANCH

Functions:

Process photographic materials over worldwide area; provide photographic products to satisfy DMA topographic and hydrographic programs, HQ DMA, DoD, other government agencies, and special requirements including crisis support; establish quality assurance standards for photographic processes and products for ETC.

11D41

QUALITY ASSURANCE SECTION

Functions:

1. Establish and monitor quality control standards using state-of-the-art densitometers, radiometers, and other sensitometers for photographic printers and processors within the Precision Photography Branch.
2. Provide and certify the composition and relative density of chemicals for various automatic processors within the Branch. Direct the shut down of processors found to be out of specified limits.
3. Test and analyze photographic materials and chemicals received from the manufacturer to determine acceptability to produce high quality products.
4. Keep abreast of state-of-the-art and continually review equipment, materials and procedures for improvement.
5. Provide support and recommend improvements to, the silver recovery program.
6. Develop quality control standards for new photographic materials, equipment and chemicals.
7. Participate with engineering technicians engaged in the repair, adjustment or modification of any photographic equipment in the Branch.
8. Test, adjust and certify a variety of densitometers.

11D42    INSPECTION SECTION

Functions:

1. Review and analyze requests for photographic support to ensure optimum results to satisfy user requirements.
2. Preanalyze all material received for copying and/or duplication on all library films necessary to complete the photographic requests. Document any errors or defects in the material, alerting the requestor on possibilities, prior to starting the work and upon completion of the work order.
3. Use the necessary densitometers to record D'min and D'max of completed material to ensure optimum quality prior to delivery to customer.
4. Measure and determine if photographic material is within specified tolerances and minimal distortion requirements.
5. Ensure completeness of the work requests prior to delivery.
6. Document rejected material and recommend solution or procedures to obtain optimum results.
7. Keep abreast of state-of-the-art and continually review equipment, materials and procedures for improvement.
8. Investigate customer reject material sent out of the laboratory and provide documentation of all pertinent information concerning the products involved to upper level management.

11D43    COLOR AND CARTOGRAPHIC SUPPORT SECTION

Functions:

1. Provide black and white, color, and sheet film processing support to production operations and digital plotting systems.
2. Perform copy camera, reversal, contact and color proof operations in support of HTC, HQ DMA, and DoD to meet other special requirements.
3. Provide a variety of quick response photographic products for crisis support or crash projects.

11D431    UNIT I

11D432    UNIT II

Functions:

1. Provide critical, black and white, color and automatic plotter sheet film processing support to all Departments at HTC.

2. Produce a variety of copy camera and contact halftone, line, continuous tone film and paper products for HTC.
3. Provide color reproduction support for all components of HTC, as well as, HQ DMA, DoD and other government agencies.
4. Maintain color standards and perform in-house quality assurance of all color products produced by the unit.
5. Provide technical guidance to all Departments within HTC, as well as HQ DMA, other government agencies, Division Techniques and Production Management Offices.

11D44    RECTIFICATION AND CONTACT SECTION I

Functions:

1. Provide high quality, high precision, black and white film products reduced within a cleanroom environment.
2. Prepare certified positives, negatives and prints requiring minimal image displacement on specialized printing systems.
3. Provide multi-generated precision photographic products in support of the Point Positioning Data Base (PPDB) program.
4. Perform black and white sheet and continuous roll film processing.
5. Provide minimal image displacement film negatives and positives using manual and computer driven rectifying systems.

11D441    RECTIFICATION AND DUPLICATION UNIT

Functions:

1. Provide minimal image displacement film negatives and positives using manually set transforming printers and computer driven rectifying systems.
2. Prepare high quality, high precision, black and white film products reproduced within a cleanroom environment using unique printing and processing equipment.
3. Perform black and white, sheet, and continuous roll film processing.
4. Prepare certified positives and negatives requiring minimal distortion for mensuration use.

11D442

PRECISION CONTACT UNIT

Functions:

1. Provide multi-generated precision photographic products in support of the Point Positioning Data Base (PPDB) program.
2. Prepare master reseau positives and negatives using the large open faced vacuum frame.
3. Perform black and white sheet, and continuous roll film and paper processing.

11D45

RECTIFICATION AND CONTACT SECTION II

Functions:

1. Provide high quality, high precision, black and white film products reproduced within a cleanroom environment.
2. Prepare certified positives, negatives and prints requiring minimal image displacement on specialized printing systems.
3. Provide multi-generated precision photographic products in support of the Point Positioning Data Base (PPDB) programs.
4. Perform black and white sheet and continuous roll film processing.
5. Provide minimal image displacement film negatives and positives using manual and computer driven rectifying systems.

11D451

RECTIFICATION AND DUPLICATION UNIT

Functions:

1. Provide minimal image displacement film negatives and positives using manually set transforming printers and computer driven rectifying systems.
2. Prepare high quality, high precision, black and white film products reproduced within a cleanroom environment using unique printing and processing equipment.
3. Perform black and white sheet, and continuous roll film processing.
4. Prepare certified positives and negatives requiring minimal distortion for mensuration use.

11D452

PRECISION CONTACT UNIT

Functions:

1. Provide multi-generated precision photographic products in support of the Point Positioning Data Base (PPDB) program.
2. Prepare master reseau positives and negatives using the large open faced vacuum frame.
3. Perform black and white sheet and continuous roll film and paper processing.

11E

ANALYSIS AND EVALUATION DIVISION

Mission: Analyze, evaluate, select, synthesize, and maintain information concerning hydrography, bathymetry, topography, terrain analysis, feature analysis, and geodesy, to establish, maintain, and utilize scientific and technical data bases in support of MC&G mission requirements. Generate and provide digitized sounding sheets. Maintain cognizance of current and projected source availability, identify source deficiencies, and initiate collection activities. Develop geodetic positioning information in support of MC&G requirements. Operate and maintain automated information systems such as Bathymetric Information System (BIS), Area Requirements and Product Status System (ARAPS), and Geodetic Information System (GIS). Provide technical support to HTC and HQ DMA in the MC&G requirement validation process and in the preparation of DMA's Program Objective Memorandum.

11E1

PRODUCTION MANAGEMENT OFFICE

Functions:

1. Manage and monitor programs, equipment, and overall resources.
2. Monitor support and use of scientific and technical data bases.
3. Establish objectives, issue guidance, and provide coordination for the development, interface, installation, and maintenance of the ADP systems.
4. Assign and schedule projects to branches; monitor project status and progress rates against production objectives; assess impact of project changes.
5. Provide management information reports on activities such as production, collection, workload analysis, and productivity measurement.
6. Identify projected equipment needs for the Investment Equipment Procurement Program, and monitor procurement progress; maintain inventory of and administer the property, supplies, and equipment.

7. Manage the Quality Assurance Program; implement and monitor progress of administrative and managerial programs, such as E/P, Suggestions, Training, EEO, Upward Mobility, and similar efforts.

11E2 TECHNIQUES OFFICE

Functions:

1. Develop Division technical development objectives in coordination with the Department Techniques Office. Conduct technical development projects required to support and improve production efficiency and capabilities. Provide technical support to Department-wide technical development projects.
2. Resolve immediate hardware and software problems associated with operational systems within the Division.
3. Develop, evaluate, modify and maintain applications software resident on computer systems within the Division.
4. Test, accept and implement new production systems, processes and procedures in the Division.
5. Provide support to Configuration Management activities.
6. Provide technical support to R&D efforts concerning automated information processing, e.g., automated screening and/or assessment systems, digital image processing, data base technology.

11E3 AFRICA/MIDDLE EAST/ASIA/PACIFIC BRANCH

Functions:

Analyze, evaluate, select, develop, synthesize, and provide information and data from various internal and external sources to provide cultural and planimetric data for the establishment, maintenance, and utilization of the scientific and technical data bases in support of operational and contingency topographic MC&G projects and special studies on a worldwide basis.

11E31 AFRICA SECTION

11E32 MIDDLE EAST SECTION

11E33 ASIA/PACIFIC SECTION

Functions:

1. Prepare basic identification and evaluation data input to the DMA Area Requirements and Product Status System (ARAPS).

2. Appraise changes in reformat and recommend action prior to printing; evaluate foreign reformat and make recommendations for its utilization.
3. Prepare source packages for production as directed.
4. Prepare textual, graphic, and machine readable input to the DMA Resource Objectives Plan (DROP), Gray Book, and ARAPS system to meet specific requirements in support of budgeting and preproduction plans.
5. Initiate acquisition requests by identifying deficiencies and specifying mapping sources and information to be collected; participate in briefing and debriefing of Defense and Geographical attaches and other personnel.
6. Maintain updated information on foreign major mapping organizations, such as biographical information, organizational structure, and interrelations with DMA.
7. Determine series names, limits, sheet layouts, and numbering systems for HTC maps and maps produced by cooperating agencies.

11E34

#### FEATURE ANALYSIS/TERRAIN ANALYSIS SECTION

##### Functions:

1. Research, analyze and develop source potentials uniquely suited to digital data bases.
2. Develop and maintain object libraries related to digital data base construction.
3. Appraise digital and hardcopy sources of potential interrelationships and functional characteristics.
4. Maintain a comprehensive knowledge of operational and technical objectives, policies and requirements of digital data for present and developing systems.
5. Maintain a liaison by serving as the coordinators of projects jointly undertaken with other organizational units.

11E4

#### AMERICAS/EURASIA BRANCH

##### Functions:

Analyze, evaluate, select, develop, synthesize, and provide information and data from various internal and external sources to provide cultural and planimetric data for the establishment, maintenance, and utilization of the scientific and technical data

bases in support of operational and contingency topographic MC&G projects and special studies on a worldwide basis.

11E41 NORTH AMERICA SECTION

11E42 SOUTH AMERICA SECTION

11E43 EUROPE SECTION

11E44 USSR SECTION

Functions:

1. Prepare basic identification and evaluation data input to the DMA Area Requirements and Product Status (ARAPS).
2. Appraise changes in re promat and recommend action prior to printing; evaluate foreign re promat and make recommendations for its utilization.
3. Prepare source packages for production as directed.
4. Prepare textual, graphic, and machine readable input to the DMA Resource Objectives Plan (DROP), Gray Book, and ARAPS system to meet specific requirements in support of budgeting and preproduction plans.
5. Initiate acquisition requests by identifying deficiencies and specifying mapping sources and information to be collected; participate in briefing and debriefing of Defense and Geographical attaches and other personnel.
6. Maintain updated information on foreign major mapping organizations, such as biographical information, organizational structure, and interrelations with DMA.
7. Determine series names, limits, sheet layouts, and numbering systems for HTC maps and maps produced by cooperating agencies.
8. Identify commercial city products that can be used as substitutes to satisfy city graphic requirements.

11E5 HYDROGRAPHIC BRANCH

Functions:

Analyze, evaluate, select, develop, synthesize, and provide information and data from various internal and external sources to support operational and contingency oceanographic and hydrographic projects and special studies on a worldwide basis.

11E51 AMERICAS/WESTERN EUROPE/POLAR SECTION

11E52 AFRO-EURASIA/MIDDLE EAST SECTION

11E53 PACIFIC SECTION

11E54 BATHYMETRY AND SPECIAL CHARTS SECTION

11E55 SAO DATA APPLICATIONS SECTION

Functions:

1. Conduct feasibility studies and make recommendations for acquisition of source data to satisfy identified chart deficiencies, or for planning and programming of new or revised nautical charts when source data is sufficient.
2. Inspect all incoming foreign charts in comparison with existing DMA products to determine currency and adequacy of each product. Recommend chart corrections (via Notice to Mariners), new charts or new editions when significant changes are encountered during evaluation and analysis of new chart source data.
3. Perform topographic analysis and interpretation of bathymetric data and produce contoured manuscript base charts and physiographic maps of the ocean floor for nautical chart programs.
4. Obtain and assemble the total source data package and provide chart preparation guide recommendations for their utilization for compilation of nautical and special chart programs.
5. Serve as HTC focal point for hydrographic and bathymetric data information requests and source data evaluations and provide services, recommendations, and proposals to DoD and qualified maritime worldwide community; e.g., Foreign Hydrographic Offices, merchant marine, and scientific and industrial concerns.
6. Provide basic identification and evaluative input to DMA Area Requirements and Product Status System/Product Maintenance System (ARAPS/PMS), Bathymetric Information System (BIS), and Map and Chart Information System (MACIS).

11E6 GEODETIC BRANCH

Functions:

Analyze, evaluate, select, develop, synthesize, compute, transform and provide geodetic, photogrammetric, and cartometric positioning and accuracy information and data to support: a. the production of maps, charts, digital terrain elevation data, digital feature analysis data, point positioning data bases, trig lists, Notice to Mariners, and other MC&G products; b. the development and maintenance of scientific and technical data base systems, such as the Area Requirements and Product Status (ARAPS), Product

Maintenance System (PMS), Geodetic Information System (GIS) and the Map and Chart Information System (MACIS); c. the accomplishment of other MC&G operational and contingency projects and special studies on a world-wide basis.

11E61    TOPOGRAPHIC SECTION I

11E62    TOPOGRAPHIC SECTION II

11E63    HYDROGRAPHIC SECTION I

11E64    HYDROGRAPHIC SECTION II

11E65    DIGITAL SECTION I

11E66    DIGITAL SECTION II

Functions:

1. Analyze and evaluate geodetic data, maps, charts, digital cartographic products and other MC&G products to determine their horizontal and vertical accuracy, horizontal and vertical datums, spheroid, projection, grid(s), and other geodetic elements.

2. Provide geodetic positioning and source accuracy guidance and data for the production of topographic maps, hydrographic charts, digital terrain elevation data, digital feature analysis data, point positioning data bases and other MC&G products. Includes positioning instructions for some data, declination data, and projection, grid, control, and isogonic plots.

3. Input and maintain the geodetic and accuracy data in the ARAPS/PMS, MACIS, GIS or similar data bases.

4. Prepare geodetic control lists and other compilations of geodetic or other positioning data. Provide to users as required.

5. Provide geodetic scientific, technical and area expertise, information and/or data to other elements of DMA and DoD, or other foreign or domestic civil, military or commercial organizations or individuals when authorized by PP. Services include, but are not limited to, the following:

a. Transformation of coordinates from one system to another.

b. Computation and plotting of projections, grids, isogonic data, control etc.

c. Geodetic location of international boundaries.

d. Geodetic positions and elevations of well-defined man-made and natural features.

e. Availability and accuracy of geodetic, photogrammetric and cartometric positioning data.

6. Assist in the development, testing, evaluation, and implementation of improved or new techniques which enhance production and evaluation capabilities within the branch.

7. Maintain cognizance of geodetic and cartographic activities world-wide; initiate acquisition requests by identifying source deficiencies and specifying information to be collected; participate in briefing and debriefing of Defense attaches, geographic attaches, and other personnel.

11E7 ARAPS BRANCH

Functions:

1. Assist HQ DMA in the analysis and validation of MC&G area requirements.

2. Receive, review, consolidate, verify, and input U&S Command MC&G Area Requirements into the ARAPS.

3. Produce and provide consolidated computer-generated graphics and reports of MC&G Area Requirements and Product Status, for the production of the Gray Book, Assessment Graphics, Command Graphics, and Quarterly Progress publications.

4. Perform data base administration functions to insure data integrity and security of the ARAPS system.

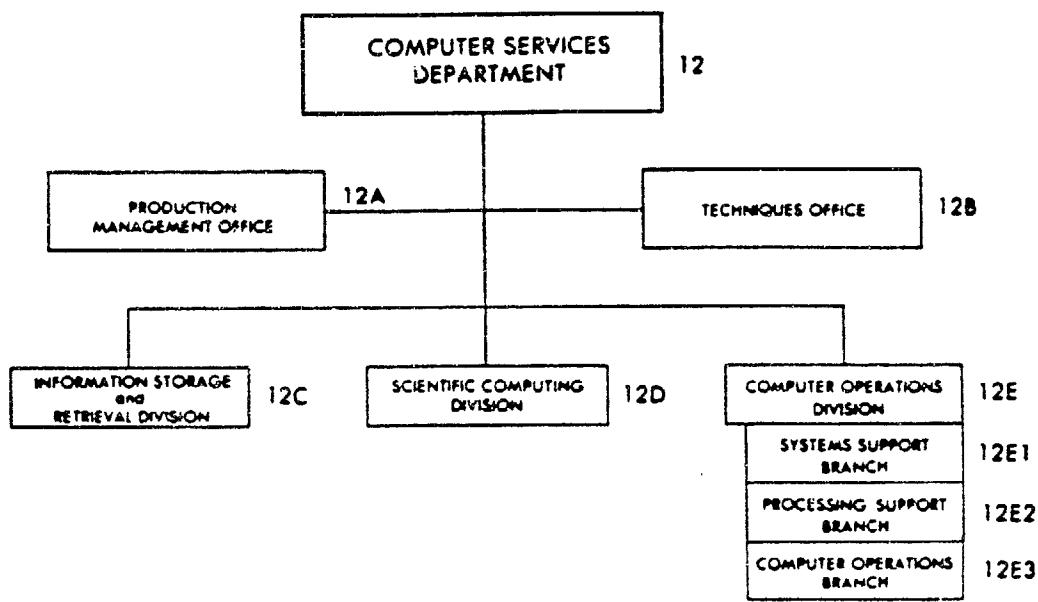
5. Assist in the development, testing, evaluation and implementation of new or improved techniques to enhance system capabilities.

6. Provide assistance and training to ARAPS users on the capabilities and operational aspects of the system.

7. Provide support for POM and DROP development and related program activities.

8. Conduct semi-monthly file updates and related file maintenance activities.

9. Insure validity of computer processing and application software by regularly reviewing input and output documents and taking corrective action as necessary.



12 COMPUTER SERVICES DEPARTMENT

Mission: Develop, maintain, and modify MC&G and OMS production software for the mainframe computers. Operate and maintain designated HTC computers, associated input and output equipment and related data and ADP program libraries and files. Implement approved ADP software and operational standards.

12A PRODUCTION MANAGEMENT OFFICE

Mission: Coordinate, analyze, evaluate, and manage Computer Services Department (CS) production effort, and Manpower and Equipment Utilization Program. Coordinate and monitor plans and objectives for hardware, software and manpower resources. Provide administrative support.

Functions:

1. Establish and manage production and quality control systems. Evaluate and assign all work to the departmental organizations.
2. Develop objectives, plans, and work schedules; assess the impact of work assignments on departmental resources; develop and manage programs to analyze and optimize the usage of manpower, expenditure of funds and utilization of CS managed computers.
3. Review programs to assure total program integration and adherence to staff guidance and staff requirements.
4. Formulate schedules and, in coordination with PP and users, determine priority requirements for the utilization of ADP equipment; review processing performance to assure timely work accomplishment.
5. Assure the establishment of procedures for mainframe batch and timesharing activities; develop and accomplish a program to control and monitor all ADP activities and resource utilization reports.
6. Assure the development and accomplishment of standards and procedures for documentation of ADP application and programs.
7. Develop and enforce CS policies and procedures covering security aspects related to ADP physical facilities, equipment, applications, and personnel.
8. Coordinate and provide various administrative functions to support CS operation.
9. Provide technical data and support to appropriate Center staff elements for preparation of Center's Five Year ADP Plan and ADP portion of annual update of Five Year Defense Program.

TECHNIQUES OFFICE

Mission: Develop, support, and enhance the efficiency and effectiveness of departmental computer processing and related ADP systems and capabilities through the application of computer science and advanced data processing technologies.

Functions:

1. Manage the Technical Development Program (TDP).
2. Conduct or monitor techniques studies.
3. Prepare equipment and software justifications, specifications, and statements of work. Serve as COTR and monitor contractor performance.
4. Manage the development of R&D requirements: technically oversee and monitor R&D contracts and external efforts of interest to the department.
5. Define, analyze, and establish procedures for capabilities in computer performance evaluation, computer performance management, and computer capacity planning.
6. Serve as the HTC focal point for designated computer simulations of production and support processes. Operate, maintain, and assist in interpreting computer simulations on the mainframe computer.
7. Serve as the center for expertise in software engineering and the use and development of software tools.
8. Direct the implementation of a modern programming environment, consisting of tools and standards.
9. Maintain liaison and support for technical development projects with other Components, agencies, academic institutions, and commercial firms.
10. Evaluate automation proposals of other elements to determine impact, proper utilization of technology, and efficient utilization of computer resources.
11. Technically monitor the E/P Program.
12. Serve as Technical Adviser and Coordinator to the Department Chief, Directorates, Mission Support, and line department personnel regarding computer science and data processing technology.

12C

## INFORMATION STORAGE & RETRIEVAL DIVISION

Mission: Provide automatic data processing technical support for the development, implementation and maintenance of application software for the Center's general purpose computers. Support includes, but is not limited to, management information, production information, production management, MC&G technical and intelligence information, finance and accounting, inventory, maintenance, security and library information. Assist in ADP equipment acquisition and assure quality products and services.

2. Develop system requirements and documentation in coordination with prospective user.
3. In coordination with the functional user, prepare design, develop and implement action plans that identify the total resources required and the specific task schedules.
4. Develop overall system and detailed subsystems designs using the most current available state-of-the-art techniques for all applicants.
5. Develop computer programs and test criteria.
6. Prepare DoD defined systems documentation manuals including program, maintenance, user and operator manuals.
7. Implement and install computer information systems; train user personnel in system operation and maintenance.
8. Provide technical training to develop analytic, design and programming skills of personnel; train and assist users of computer based information systems.
9. Develop implementation goals and propose priorities to PP and users; prepare and present economic analyses of design concepts recommended in support of the information systems' requirements.
10. Develop work statements for contract assistance in requirements definition, system analysis, systems design of contractor deliverable products; act as Contractor Officer's Representative (COR).
11. Prepare ADP Resource Request Documents and related equipment justifications required to support the Center.

12D

## SCIENTIFIC COMPUTING DIVISION

Mission:

Utilize in-house and external resources to design, develop and maintain MC&G applications software and assist in ADP equipment acquisition. Adapt existing application systems, programs, and

procedures for specific MC&G projects and information systems.  
Assure quality products and services.

Functions:

1. Prepare, coordinate and technically monitor scientific software for the CS managed computers.
2. Develop system requirements and documentation in coordination with prospective user.
3. In coordination with the functional user, prepare design, develop and implement plans that identify the total resources required and the specific schedule.
4. Develop overall system and detailed subsystems designs, using the most current available state-of-the-art techniques for all applications.
5. Develop computer programs and test criteria.
6. Prepare DoD defined systems documentation manuals including program, maintenance, user and operator manuals.
7. Train and assist customers in use of programs or systems of programs for production use. Train new employees in the use of ADP, mathematics, and programming tools.
8. Perform liaison activities with user departments to establish user needs and resource requirements, and to monitor work progress.
9. Prepare, coordinate, and technically monitor ADP software and hardware contracts.
10. Prepare justifications, specifications, and statements of work.
11. Keep abreast of and apply SOTA advances in ADP and numeric concepts.
12. Support Center staff programs and requirements.

12E COMPUTER OPERATIONS DIVISION

Mission:

Manage and operate the Center centralized data processing operations including ancillary equipment. Administer central data processing applications and provide support for related ADP equipment. Develop and maintain system software for the mainframe and designated minicomputers in the Center.

12E1 SYSTEMS SUPPORT BRANCH

Functions:

1. Maintain systems software for the mainframe and minicomputers. Review new systems and modifications to existing systems and adopt and incorporate those useful to the Center.
2. Review hardware modifications and new computer systems in coordination with the department's Techniques Office; recommend equipment changes or acquisition to PP. Determine and provide the technical specifications required for ADP equipment site planning and installation. Install, test, and accept hardware.
3. Provide the applicable software and communications support for terminals tied to the major components located through the Center.
4. Develop queuing algorithms to optimally schedule major computer resources in conformity with Center priorities.
5. Conduct investigation and experimentation in coordination with the Department's Techniques Office, into advanced programming techniques and systems such as compilers, assemblers, data base management systems, and executive systems; and implement the results, when so indicated, to ensure maximum operational efficiency.
6. Prepare and produce documentation, and train and assist users in job control on operating systems for the Center's mainframe and designated minicomputers.

12E2 PROCESSING SUPPORT BRANCH

Functions:

1. Develop operational procedures for application software processing.
2. Maintain and update status logs and procedural run books for application software processing.
3. Administer schedule and control data processing assignments for application software (files, management information systems and data bases).
4. Schedule and control terminal data entry, submission of batch runs, copying, collating, and distribution of reports, shipment of tape and/or disks and assure Quality Control of the final computer product as prescribed by procedures.
5. Analyze applications programs failures and take corrective action to correct run stream, and to maintain quality control of computer output.

6. Provide centralized PGAM, Copier, Data Entry, COM, and Plotter services.
7. Maintain a Quality Control and Productivity program to ensure accuracy in data processing applications.
8. Measure and analyze system errors, and recommend improved procedures or equipment to minimize such errors.
9. Ensure quality of magnetic tapes and disk packs through recertification and refurbishing.
10. Initiate and administer the control of related computer activities; i.e., scheduling, maintenance, libraries, storage and supplies.
11. Post schedules, maintain and furnish information on ADP equipment utilization, maintenance, and status of operations processing. Save the TSS and accounting files.
12. Register, issue, and maintain magnetic tapes, disk packs, inventory magnetic tape holdings and periodically issue updated listings to computer users.
13. Cataloging newly created systems or files; and delete and add program units to the various libraries.
14. Monitor ROL runs for errors in tape handling or run procedures. Maintain ROL tape library. Compile ROL listings and keep current. Act as user liaison for loading ROL files, as requested by users.
15. Maintain UNIVAC and Burroughs system tape library.

12E3 COMPUTER OPERATIONS BRANCH

Missions: Manage and operate Center centralized data processing operations, including ancillary equipment.

Functions:

1. Operate mainframe and minicomputer systems, for mission and base operations support. (U1108/60 series computers, B3500, and selected minicomputers such as VAX).
2. Process computer security deviations in accordance with operational procedures.
3. Establish and maintain operational procedures to facilitate improved data processing and promote efficient computer utilization.
4. Schedule all preventative and remedial maintenance, as required, at the sites and remote job entry terminals to assure the

readiness of the computer facilities as well as the network facilities.

5. Control the job mix to make maximum effective use of the hardware, and/or provide support to selected customers.

6. Operate hardware and software monitors required to evaluate dynamic computer operations.

**TOPOGRAPHY  
DEPARTMENT**

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PRODUCTION  
MANAGEMENT OFFICE

13A

TECHNIQUES OFFICE

13B

ANALYSIS DIVISION
PRODUCTION MANAGEMENT TECHNIQUES OFFICE
MAP SERVICES and INSPECTION BRANCH
TERRAIN ANALYSIS BRANCH
IMAGERY ANALYSIS BRANCH
SECTION I
SECTION II
SECTION III
SECTION IV
CARTOGRAPHIC ANALYSIS BRANCH
SECTION I
SECTION II
SECTION III

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13C3

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**PHOTOGRAMMETRIC DATA DIVISION**

PRODUCTION  
MANAGEMENT OFFICE

TECHNIQUES OFFICE

APPLICATIONS  
PROGRAMMING BRANCH

PHOTOGRAMMETRY  
BRANCH I

SECTION I

SECTION II

SECTION III

PHOTOGRAMMETRY  
BRANCH II

SECTION IV

SECTION V

SECTION VI

PHOTOGRAMMETRY  
BRANCH III

SECTION VII

SECTION VIII

SECTION IX

DATA APPRAISAL  
BRANCH

APPRAISAL  
SECTION

TESTING and  
ORTHOPRINTING  
SECTION

SECTION X

SECTION XI

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**CARTOGRAPHIC DATA DIVISION**

PRODUCTION  
MANAGEMENT OFFICE

TECHNIQUES OFFICE

APPLICATIONS  
PROGRAMMING BRANCH

DIGITAL PRODUCTS  
BRANCH I

SECTION I

SECTION II

SECTION III

DIGITAL PRODUCTS  
BRANCH II

SECTION IV

SECTION V

SECTION VI

DIGITAL PRODUCTS  
BRANCH III

SECTION VII

SECTION VIII

SECTION IX

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13 TOPOGRAPHY DEPARTMENT

Mission: Produce maps, charts, digital topographic information, proto-type topographic products and allied materials through the application of photogrammetric and/or analytical aerotriangulation, stereocompilation, manual compilation, photo revision, orthophoto mapping, color separation, relief map, digital mapping and data bank development procedures. Devise, test and implement photogrammetric systems for mapping celestial bodies. Engineer mapping and digital production systems. Provide computer programming in support of all automated instruments, equipment and systems controlled by dedicated minicomputers in the Department. Provide evaluated data regarding all generated digital products to the Scientific Data Department for incorporation into the Center's digital data banks.

13A PRODUCTION MANAGEMENT OFFICE

Mission: Exercise production and quality control over departmental programs and products.

Functions:

1. Plan, schedule, assign, manage and control projects.
2. Provide program data to the Programs, Production and Operations Directorate.
3. Establish and maintain an automated MIS.
4. Establish, monitor, and update production quality standards.
5. Exercise quality control of departmental products.
6. Coordinate all actions relative to supply, equipment procurement and equipment maintenance requirements.
7. Assist and support PR in the preparation of product specifications.

13B TECHNIQUES OFFICE

Mission: Increase economy and efficiency of the cartographic production process through the application of technology.

Functions:

1. Define and submit through normal staff channels, research, development, test and evaluation requirements, and monitor RDT&E items of interest.
2. Manage the Techniques Improvement Program.

3. Prepare overall production line analyses and models and associated error models.
4. Conduct overall departmental technical studies.
5. Coordinate and manage ADP procurements, studies, analyses, evaluations, and justifications.
6. Establish and operate the equipment performance standards program, cleanroom program, and materials testing program.
7. Manage the Equipment Procurement Program and related background studies, analyses, justifications, and evaluations.
8. Coordinate the techniques development program with other departments and staff offices and, on matters of joint interest, with other DMA elements, including SPOEM.
9. Monitor DMA sponsored RDT&E programs of interest.
10. Assist divisions to resolve software and data processing problems.
11. Act as a focal point for the solution of technical problems involving complex mathematics.
12. Coordinate and manage departments' configuration management activities.

13C ANALYSIS DIVISION

Mission: Provide cartographic data and services to support the production of topographic maps, charts, digital data, prototype topographic products, and related materials. Provide contract cost estimates, source material preparation and inspection for mapping, aerial photography and electronic photo control for all of DMA. Provide PPO support for contract mapping assignments for the DMA topographic mapping mission. Perform quality assurance inspection for acceptance or rejection of contract mapping materials and in-house projects provided for printing. Produce terrain analysis products and data bases of terrain conditions in support of military operations. Compile imagery analysis data in support of weapons and simulator systems. Compile, revise and color separate topographic, hydrographic, planimetric, and toponymic data for maps and charts of all scales.

13C1 PRODUCTION MANAGEMENT/TECHNIQUES OFFICE

Functions:

1. Coordinate production assignments to insure maximum production, planning, analysis and capability.

2. Develop quarterly scheduling reports and maintain the Production Management systems.
3. Define and submit the division RDT&E requirements.
4. Monitor RDT&E efforts of interest to the Division.
5. Manage the Techniques Improvement Program (TIP).
6. Conduct technical studies.
7. Operate the performance standards, cleanroom and materials testing programs for equipment.
8. Coordinate the techniques development program with the Department techniques staff, staff offices within the Division, and other center elements.
9. Review equipment requirements and prepare justifications.
10. Prepare technical estimates, impact, and cost data for all terrain analysis, imagery analysis and cartographic assignments.

13C2 MAP SERVICES AND INSPECTION BRANCH

Functions:

1. Prepare source material packages for the DMA Topographic Map Contracting Program.
2. Perform inspection of contractor produced materials and recommend acceptance or rejection of these materials as a part of the DMA Topographic Mapping Contract Program.
3. Monitor and inspect cartographic aerial photography and electronic photo control procedure for DMA.
4. Review and edit map sheets for conformance to DMA topographic standards and policies and for the detection of critical errors on all new and maintenance printed lithos prior to distribution.
5. Conduct liaison activities with U.S. Air Force and U.S. Navy relating to aerial photography assignments and accomplishments.
6. Conduct cartographic field classification and completion surveys.

13C3 TERRAIN ANALYSIS BRANCH

Functions:

1. Produce data bases of terrain conditions in cartographic and/or digital format.
2. Produce terrain analysis products for military operations.
3. Produce special purpose terrain studies and graphics to support military weapons systems and training programs.
4. Maintain state-of-the-art in terrain analysis production and data base techniques and integrate into the Terrain Analysis Program.
5. Prepare source material packages for the DMA Terrain Analysis Data Base Contracting Program.
6. Perform in-house inspection of contractor produced materials and recommend acceptance or rejection of these materials as a part of DMA Terrain Analysis Data Base Contract Program.

13C4 IMAGERY ANALYSIS BRANCH

13C41 SECTION I

13C42 SECTION II

13C43 SECTION III

13C44 SECTION IV

Functions:

1. Analyze imagery and identify the natural and cultural landscape both graphically and textually for the production of digital culture and terrain data bases for use in weapons and simulator systems.
2. Provide in-process quality control of products produced.

13C5 CARTOGRAPHIC ANALYSIS BRANCH

13C51 SECTION I

13C52 SECTION II

13C53 SECTION III

Functions:

1. Prepare pre-digital compilation paneled overlays in support of digital terrain elevation data for the Terrain Analysis and Imagery Analysis Programs.

2. Prepare various types of special products and quick response products such as the Crisis Support and/or Crisis Priority products where no style sheets or specifications exist.
3. Prepare new symbol books and/or style sheets in support of the constant improvement and/or changing technology in the Agency.
4. Provide in-process quality control and the final quality assurance review for all products before publication.
5. Prepare the shaded relief for products where required, utilizing the terrain embossing technique.
6. Compute, construct and lay out new posicuts to be used on various mapping and special products.
7. Compile, revise and color separate topographic, hydrographic, planimetric, and toponymic data for maps and charts of all scales.
8. Product photomaps, pictomaps, special maps, mosaics, thematic maps and prototype map products for DMA and other agencies.

13D PHOTOGRAMMETRIC DATA DIVISION

Mission: Compile and revise graphic and digitized maps and produce digital elevation data photogrammetrically. Provide computer programming in support of the Department's automated requirements as related to computerized instruments, equipment, and systems controlled by dedicated minicomputers. Manage the Division Techniques and Development Improvement Programs.

13D1 PRODUCTION MANAGEMENT OFFICE

Functions:

1. Coordinate divisional production assignments within the SAA to insure maximum production, planning, analysis, and capability.
2. Develop automated quarterly scheduling reports, maintain DMIS-P and CLS Systems for the division.
3. Prepare technical estimates, impacts, and cost data for all photogrammetric assignments.
4. Monitor and coordinate production quality standards.

13D2 TECHNIQUES OFFICE

Functions:

1. Define and submit the RDT&E requirements. Monitor RDT&E efforts of interest to the Division.

2. Manage the Techniques Improvement Program.
3. Conduct technical studies.
4. Operate the performance standards, cleanroom and materials testing programs for equipment.
5. Review equipment requirements and prepare justifications.
6. Coordinate the division techniques development program with the Department techniques staff, staff offices within the Division and other Center elements. Provide technical monitor, Contracting Officers Representatives (COR), for various outside support contracts.

13D3 APPLICATIONS PROGRAMMING BRANCH

Functions:

1. Design, evaluate and implement mathematical algorithms in support of Division needs.
2. Perform computer programming for the department's minicomputers and open shop UNIVAC 1108/110040 requirements.
3. Generate plans for future ADP dedicated systems.
4. Provide specifications and evaluate proposals for outside software contracts. Monitor the progress and provide Contract Officer Representative (COR) service for ongoing software contracts. Advise Division Chief and Techniques Office concerning dedicated minicomputer software and automatic data processing technical problems.
5. Act as the focal point in the Division for the solution of technical problems involving complex mathematical development.

13D4 PHOTOGRAHMTRY BRANCH I

13D41 SECTION I

13D42 SECTION II

13D43 SECTION III

13D5 PHOTOGRAHMTRY BRANCH II

13D51 SECTION IV

13D52 SECTION V

13D53 SECTION VI

13D6 PHOTOGRAMMETRY BRANCH III

13D61 SECTION VII

13D62 SECTION VIII

13D63 SECTION IX

Functions:

1. Produce topographic, orthophotographic and digital map data using analytical and automated photogrammetric equipment; appraise the adequacy of products for final compilation.

2. Provide precise positional and elevation data within assigned areas using analytical, analog and automated photogrammetric procedures.

3. Provide guidance as to technical operational needs and assist in the testing of methods, procedures and equipment.

4. Provide a highly detailed and scientific program of quality assurance to improve the input and products of the automated and semiautomated systems.

5. As required, compile and revise topographic and digital maps and data using analog and/or semiautomated instrumentation and methods.

6. Produce orthophoto maps; produce compiled collateral map manuscripts.

7. Perform edit and adjustment of all digital terrain elevation data collected by automated systems.

13D7 DATA APPRAISAL BRANCH

Functions:

Appraise source data and coordinate SAA utilization, conduct source quality inspections, conduct product output quality assurance and prepare map manuscript.

13D71 APPRAISAL SECTION

Functions:

1. Appraise the adequacy of source data furnished in terms of mapping requirements and plan for its utilization.

2. Monitor and document production assignments; resolve and implement solutions to technical production problems involving

mapping requirements and quality standards in terms of the data furnished.

3. Review specifications, quality control and operating procedures and prepare project histories.

4. Evaluate products in terms of quality standards.

5. Perform Analytical Photogrammetric Evaluation Studies (APES) using automated densitometric equipment.

6. Coordinate projects assigned for photogrammetric processing to assure receipt of all project production materials and data. Assemble and control the flow of source data.

7. Prepare layouts for stereocompiled map sheets by planning, coordinating, computing and integrating geodetic and triangulation data for the application of various types of aerial photography.

8. Appraise the adequacy of source data furnished in terms of collateral mapping requirements and plan for its utilization within the Division; perform pre and post-compilation preparation of collateral map manuscripts.

9. Panel, correlate and correct compiled map manuscript; develop corrected map manuscript, together with essential overlays, into final sheet format.

13D72 TESTING AND ORTHOPRINTING SECTION

Functions:

1. Produce topographic, orthophotographic and digital map data using analytical and automated photogrammetric equipment; appraise the adequacy of products and adjust elevation data for final compilation.

2. Provide a highly detailed and scientific program of quality assurance to improve input and products of the automated and semiautomated systems.

3. Produce orthophotography and rectified photographic material using the Replacement of Photographic Imagery Equipment (RPIE).

4. Conduct tests, using automated equipment, as required by the Techniques Office or other elements.

5. Perform in-process edit and adjustment of all digital terrain elevation data collected by automated systems.

13D73 SECTION X

13D74 SECTION XI

Functions:

1. Produce topographic, orthophotographic and digital map data using analytical and automated photogrammetric equipment; appraise the adequacy of products for final compilation.
2. Provide precise positional and elevation data within assigned areas using analytical, analog and automated photogrammetric procedures.
3. Provide guidance as to technical operational needs and assist in the testing of methods, procedures and equipment.
4. Provide a highly detailed and scientific program of quality assurance to improve the input and products of the automated and semiautomated systems.
5. As required, compile and revise topographic and digital maps and data using analog and/or semiautomated instrumentation and methods.
6. Produce orthophoto maps; produce compiled collateral map manuscripts.
7. Perform edit and adjustment of all digital terrain elevation data collected by automated systems.

13E CARTOGRAPHIC DATA DIVISION

Mission: Compile, revise, and color separate topographic, hydrographic, planimetric, and toponymic data for maps and charts of all scales. Produce photomaps, pictomaps, lunar maps, mosaics, and thematic maps. Prepare three dimensional maps and terrain models. Compile imagery analysis data. Perform the digitization of elevation, terrain, imagery analysis data in support of weapons and simulator systems. Maintain quality control of products produced. Perform techniques and production management activities.

13E1 PRODUCTION MANAGEMENT OFFICE

Functions:

1. Review source materials for adequacy and useability.
2. Develop, direct and monitor all production control operations.
3. Develop and prepare all technical estimates, impact and cost data, schedules and production reports.

4. Provide quality control and continuity for all products produced.
5. Monitor the Affirmative Action Plan.
6. Manage the Incentive Awards Program.

13E2 TECHNIQUES OFFICE

Functions:

1. Define and submit the RDT&E requirements.
2. Monitor RDT&E efforts of interest.
3. Manage the Techniques Improvement Program (TIP).
4. Conduct technical studies.
5. Provide technical monitors, COTRs for outside support contracts.
6. Operate the performance standards, clean room and materials testing programs for equipment.
7. Review equipment requirements and prepare justification.
8. Coordinate the Division Techniques Development Program with the Department Technique Staff, Division and other Center elements.

13E3 APPLICATIONS PROGRAMMING BRANCH

Functions:

1. Perform computer programming for the Division's minicomputers and open shop UNIVAC 1108/1100-40 requirements.
2. Generate plans for future ADP dedicated systems.
3. Provide specifications and evaluate proposals for outside software contracts.
4. Monitor the progress and provide Contract Officer Representative (COR) service for ongoing software contracts.
5. Act as the focal point for the design, evaluation and implementation of solutions to technical development problems involving complex mathematical algorithms.

13E4 DIGITAL PRODUCTS BRANCH I

13E41 SECTION I

13E42 SECTION II

13E43 SECTION III

13E5 DIGITAL PRODUCTS BRANCH II

13E51 SECTION IV

13E52 SECTION V

13E53 SECTION VI

13E6 DIGITAL PRODUCTS BRANCH III

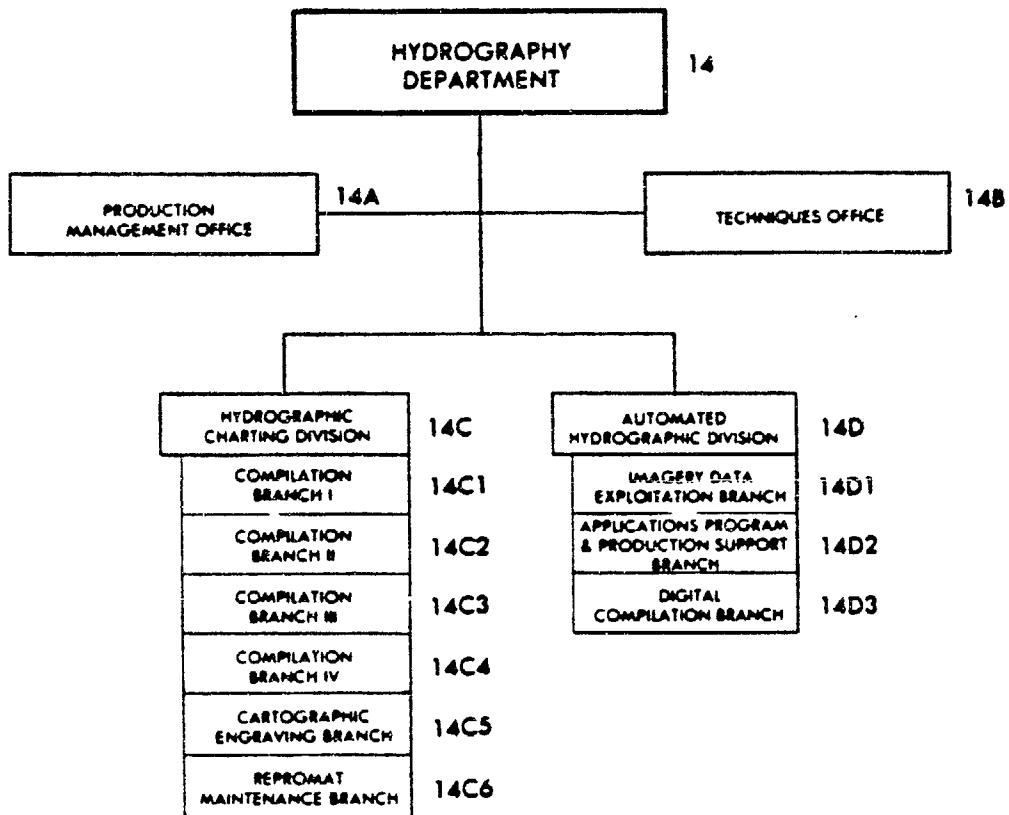
13E61 SECTION VII

13E62 SECTION VIII

13E63 SECTION IX

Functions:

1. Compile, revise, digitize, process and produce elevation, terrain analysis and imagery analysis data in digital form to support weapons and simulator systems.
2. Evaluate and prepare compilation materials for the preparation of digital products.
3. Provide in-process quality control of products produced.
4. Produce topographic, terrain analysis, and planimetric data in digital form from various source materials.
5. Perform computer processing functions and analyze results to insure that the end product will meet customer requirements.
6. Perform the conversion, merging, adjusting, editing, updating, abstracting and plotting in support of the Digital Topographic Information Bank (DTIB).
7. Compile, revise and color separate data for maps and charts of all scales.



Mission: Compile and construct nautical and navigational charts through the use of automated digital equipment as well as conventional cartographic techniques; provide related services in support of DoD components and the Merchant Marine; provide other MC&G materials and services to support military operations.

14APRODUCTION MANAGEMENT OFFICE

Mission: Coordinate, review, and evaluate Department program assignments, production effort and manpower and resource utilization. Provide guidance and aid in the formulation and implementation of new programs or data collection and exploitation procedures.

Functions:

1. Maintain cognizance of Department programs, budgets, manpower, and overall management of resources.
2. Coordinate requirements for and execute administrative and managerial programs, such as EEO, E/P, training, etc.
3. Develop, prepare and coordinate inputs for the agency's planning system.
4. Establish objectives and provide staff guidance and coordination in the development, interface and operation of automated information systems; monitor installation and maintenance of the management information systems.
5. Schedule and assign production programs to elements; analyze and evaluate programs and provide staff guidance for production status and progress against assigned production objectives; assess the impact of program changes. Furnish required reports to document the production status.
6. Manage production and quality control programs. Administer the productivity measurement system.
7. Coordinate production and the product maintenance program.
8. Administer overtime, training, travel, and supply funds.
9. Manage and operate the Line Management Information System.

14BTECHNIQUES OFFICE

Mission: Increase the economy and efficiency of the cartographic production process through application of modern technological advances.

Functions:

1. Define and submit through normal staff channels, research, test and evaluation requirements. Monitor, and when necessary, participate in RDT&E efforts of interest to the Department.
2. Establish and manage a Techniques Improvement Program.
3. Prepare an overall production line analysis and derive mathematical models which will allow definition of the production process and examination of related error models.
4. Conduct overall technical studies.
5. Coordinate and manage the department's ADP studies, analyses, evaluations, and justifications.
6. Establish and operate a program to insure that equipment and systems conform to reasonable and appropriate production standards.
7. Establish and manage the Equipment Procurement Program which includes appropriate background studies, analyses, justifications, and evaluations.
8. Coordinate the techniques development program with other departments and staff offices.
9. Monitor DMA sponsored RDT&E programs of interest.
10. Establish production test procedures and insure that equipment and software being delivered from the R&D program, or through contractual arrangements, meet the accuracy and throughput requirements necessary to support production.

14C

HYDROGRAPHIC CHARTING DIVISION

Mission: Compile, construct and maintain standard nautical charts, special naval charts, graphics, and catalogs required for navigational and related uses by Navy, Marine Corps, other DoD components and Merchant Marine through the use and application of conventional and automated production methods and techniques. Prepare prototype products. Assemble cartographic source packages, provide individual chart preparation instructions and inspect commercial or other government contract work for compliance with DMA Quality and Standards. Provide special nautical products and hydrographic information in support of Fleet readiness, weapons systems and simulators. Prepare back-up data for participants attending international conferences regarding surveying and charting. Provide official representation at international, inter-service, governmental, and similar gatherings where matters concerning nautical charting procedures, production specifications and standardization are being addressed.

- 14C1    COMPILATION BRANCH I
- 14C2    COMPILATION BRANCH II
- 14C3    COMPILATION BRANCH III

Functions:

1. Compile and coordinate the production of new charts and new editions of the following series of charts: Combat, Navy training and exercise, submarine trial, ASW/USW, bottom contour, precise navigation bathymetric, standard nautical, direct and modified facsimile, gravity vertical deflection, and small scale survey planning charts.
2. Examine compiled manuscripts and revised originals, color separation and reproduction proofs to ensure that they are adequate for drafting and lithographic reproduction.
3. Examine and certify the adequacy and accuracy and releases to the Branch Chief preedit materials, such as manuscripts, drafted originals and reproduction proofs for nautical charts and the chart catalog bases.
4. Accomplish the specified cartographic work including the compilation, construction, and maintenance of the Nautical Catalogs so as to ensure the correctness of the cartographic and photolithographic information for the Catalog of Nautical Charts and other graphics for catalogs in support of various reports and studies.
5. Interface with DMA and ODS periodically on the review of items in the Catalog of Nautical Charts; provide DMA and ODS with production programs and any other information required to maintain and ensure currency of products for which responsible.
6. Provide product security resume data required for ADP processing, storage and retrieval.
7. Review the preparation of detailed compilation and instructions, guide sheets, and master chart records.
8. Prepare technical estimates of work requirements, impact statements and cost data relative to nautical charting assignments produced in-house or on contract.
9. Evaluate materials received from other center elements for completeness, adequacy and suitability for nautical charting purposes.
10. Prepare and assemble source packages and provide chart preparation instructions to contractors.

11. Provide technical consultation and guidance to the Division and individual contractors as required.

12. Insure that nautical charts produced under the contracting program are in compliance with the product specifications and meet DMA standards for quality and accuracy.

13. Recommend acceptance or rejection of compilation and color separation work produced by commercial or other government contractors. Provide back-up data in support of recommendations.

14. Review and authorize the release of published nautical charts.

14C4    COMPIRATION BRANCH IV

Functions:

1. Compile accelerated New Editions of charts incorporating changes for Notice to Mariners, hydrography, shoreline and toponymy required within a limited timeframe.

2. Compile from foreign source the materials required for direct and modified facsimile reproductions.

3. Examine and certify the adequacy and accuracy of master standards prior to being included in chart source packages.

4. Compile and construct new originals for chartlets to be published in Notice to Mariners.

5. Inspect compiled manuscripts, revised originals, color separated overlays, and reproduction proofs to insure the adequacy and accuracy of materials.

6. Review charting and maintenance projects and recommend new or modified chart plans and specifications.

7. Prepare technical estimates of work requirements, impact statements and cost data relative to nautical charting assignments produced in-house or on contract.

8. Evaluate materials received from other center elements for completeness, adequacy and suitability for nautical chart purposes.

9. Prepare and assemble source packages and provide chart preparation instructions to contractors.

10. Provide technical consultation and guidance to the HYM staff and individual contractors as required.

11. Perform in-process edit of all products to insure that they are in compliance with the product specifications and meet DMA standards for quality and accuracy.

12. Recommend acceptance or rejection of compilation and color separation work produced by commercial or other government contractors. Provide back-up data in support of recommendations.

13. Review and authorize the release of published nautical charts.

14C5 CARTOGRAPHIC ENGRAVING BRANCH

Functions:

1. Engrave new and new edition chart reproducibles and appropriate new overlays using current drafting and/or scribing methods.

2. Construct appropriate new overlays for new editions and update existing base for reproduction conforming to new chart standards. Construct new original for revised prints adhering to old chart information and specifications.

3. Construct, plot, engrave, and make preliminary edit of new isogonic curve overlays and update navigation aids for all charts.

4. Compute, construct and lay out graphic scales.

5. Construct new reproducibles and appropriate overlays for modified reproduction of foreign nautical charts.

6. Construct chartlets and overlays for reproduction of Notice to Mariners chartlet corrections.

7. Provide support in the compilation of shoreline (for plotting sheets) and the collating of electronic navigation lattices for plotting sheets.

8. Prepare reproducible originals for special briefing graphics and illustrations, and special purpose plans and maps.

9. Conduct testing and evaluation of new or improved manual cartographic construction equipment, materials, and techniques.

14C6 REPROMAT MAINTENANCE BRANCH

Functions:

1. Perform the prescribed procedures for correcting, revising and maintaining the complete file of chart reformat.

2. Plan and perform the most efficient methods or techniques to incorporate information on negatives or intermediate materials.

3. Prepare new and revised base, navigational aid and other reproducibles, accurately plotting corrections, positioning strip film insuring exact registration.
4. Perform preliminary and final preparation of all chart repromat by opaquing, engraving, and stripping up multiple negatives for proving or plating following predetermined template to exacting registration.
5. Create color separation tint masks negative and positive repromats.
6. Perform the prescribed procedures required to maintain positive image correction overlays.
7. Conduct a complete in-process edit to verify the accuracy, completeness, and printing quality of the reproducibles of each chart before plating.

14D

#### AUTOMATED HYDROGRAPHIC DIVISION

Mission: Manage and coordinate component Branches engaged in researching, planning, compiling and constructing charts, digital graphics and data bases, and plotter derived support products through the use of the Automated Cartographic Production System (ACPS) equipments; and in coordination with the Scientific Data Department provide the computer programming support necessary for operation and enhancement of the ACPS. Manage production through analysis of assigned projects, monitoring of estimates, work status, personnel and equipment utilization, and providing applicable automated systems software maintenance. Develop additional production capabilities and applications for the ACPS and the ACPS Data File. Schedule and monitor progress of production assignments. Design and standardize cartographic production procedures, methods, and techniques in the assembly of source materials, compilation, and finishing of assignments ensuring through quality control procedures that the final product adheres to established standards and specifications.

14D1

#### IMAGERY DATA EXPLOITATION BRANCH

##### Functions:

1. Perform final edit and release of all source compilation assignments, as well as review and initiate recommendations for charting specifications and procedural changes when warranted.
2. Plan, design and edit the construction of special plotting charts and associated data sheets for use with electronic positioning systems.

3. Prepare transmittals or receipts covering all imagery related materials produced. Analyzes all completed work project memorandums or folders. Disseminates materials as required by project criteria. Reviews all depository holdings and initiate action to eliminate outdated materials.
4. Perform special staff studies as required by the Branch.
5. Compile multiple use manuscripts, nautical, military and special use manuscripts and mosaics.
6. Utilize all source materials to revise and update nautical chart products.
7. Investigate and develop new techniques for compiling topographic and hydrographic information.
8. Provide programming and computational support for the solution relating to image positioning.
9. Plan, design and write software operating systems to effectively coordinate and support Branch production efforts. Assist in the development of new techniques to exploit all source materials, including data reduction, model solutions and related analytical processes.
10. In support of imagery exploitation will coordinate geodetic datum transformation parameters, necessary to relate all source material datums to the WGS 72, with the Geodetic Data Base Division.

14D2

APPLICATIONS PROGRAMMING & PRODUCTION SUPPORT BRANCH

Functions:

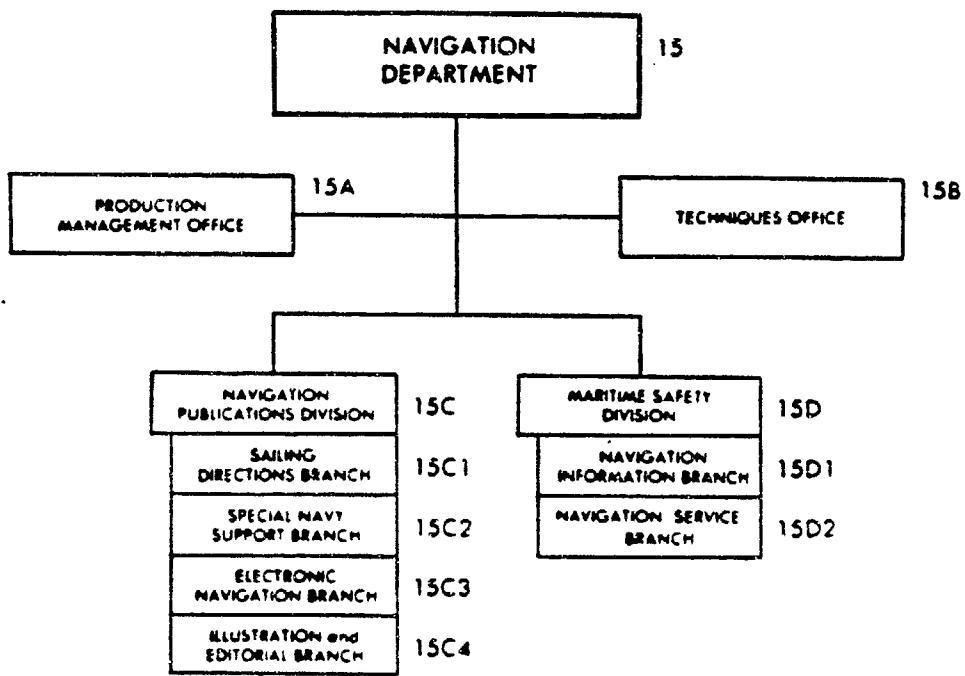
1. In coordination with the Scientific Data Department design, develop, write and document computer programs and subroutines to operate and manipulate the various Advanced Cartographic Production System (ACPS) equipment and data bases. Provide computer programming to modify existing programs and subroutines for new and/or more efficient cartographic applications.
2. Prepare computer input to create magnetic tapes to operate automated plotting equipment in the construction of various charts and chart products, including electronic navigation lattices, projections and grids, name and symbol overlays, and other chart separations. Provide computer output consisting of magnetic variation and annual change data for geographic positions on nautical and special purpose charts.
3. Provide automated cartographic support, technical advice, and/or computer programming to other agencies, non-government firms

and countries. Prepare and perform software tests to evaluate and certify newly acquired ACPS components for production integration.

14D3 DIGITAL COMPILATION BRANCH

Functions:

1. Plan, research, evaluate and select cartographic source materials for the chart assignments, derive accuracy statements for sources.
2. Collect the needed control data and effect the necessary datum shifts or tidal adjustments.
3. Compile, digitize and construct, using the assigned Automated Cartographic Production System (ACPS) equipments, various cartographic products, charts, including digital data bases, nautical charts and the ACPS data file which supports the production of charts of varying scales and projections.
4. Perform reviews of the products.
5. Conduct test and evaluation of newly acquired automated cartographic systems and components.
6. Develop and improve production methods for maximum efficiency and productivity.
7. Compile and coordinate the production of new charts, new editions, and revised prints of a wide variety of electronic navigation charts required for fleet, maritime, aeronautical, and other civil use. These include LORANA, LORANC, and Omega plotting charts, coverage diagrams, LORANC Secondary Phase Correction Charts, and various technical diagrams for electronic navigation tables, as well as LORANA, LORANC, and Omega lattice overprints for bathymetric, Navy Operating Area, Naval Exercise Area, Bottom Loss, nautical and other related charts and special graphics required for specialized planning and operational needs throughout the world.
8. As requested by the Plans Division and tasked by the Programs, Production and Operations Directorate, assists with the preparation of specifications for all electronic plotting chart bases and electronic navigation overprints.
9. Scan and digitize high resolution color separations of charts and maps on Automated Raster Cartographic Scanner (ARCS).



15 NAVIGATION DEPARTMENT

Mission: Provide for the navigational safety of U.S. ships including Navy, Merchant Marine, and navigators generally, by preparation and publication of: navigational periodicals; manuals and publications; early warning broadcasts; navigation tables; special charts; and electronic navigational aids. Increase the economy and efficiency of the compilation and production process through application of modern technology and coordinate Department needs with R&D programs.

15A PRODUCTION MANAGEMENT OFFICE

Mission: Provide production management guidance to all Department elements; coordinate, review and evaluate program support and servicing assignments, production effort and manpower/resource utilization. Provide guidance and aid in the formulation and implementation of new programs, data collection, exploitation procedures and other Departmental activities.

Functions:

1. Manage Department programs, budgets, manpower and resources. Prepare annual budget submission for input to Program Integration Division at time of preparation of DMA MC&G Program Objectives Memorandum, DMA Resource and Objectives Plan and for annual DMA budget submission.
2. Manage and monitor the Department's production, support, and servicing programs.
3. Establish Department production rates and schedules in accordance with plans; monitor progress and establish project priorities.
4. Review, adjust and validate production time standards.
5. Establish objectives for and provide staff guidance and coordination in the development interface and operation of automated information systems; monitor and maintain the Department's management information systems.
6. Schedule and assign production programs to Department elements; analyze and evaluate programs and provide staff guidance for production status and progress against assigned production objectives; assess the impact of program changes. Furnish required reports to document the production status.
7. Manage the Quality Assurance Program of the Department; develop and manage administrative and support programs such as Effectiveness/Productivity (E/P), Suggestions, and other similar efforts.

8. Administer Departmental overtime funds.

15B TECHNIQUES OFFICE

Mission: Provide guidance in the application of technologies to develop, support, and improve technical capabilities within the Department; insure effective transition of equipment, technologies, and software from contractual or research and development activities to operational status.

Functions:

1. Coordinate the Department-related DMA research and development program including developing technical requirement statements for hardware, software, and studies, coordinating on Department research and development program items, participating in in-process reviews, and directing test and evaluation.
2. Direct the development of systems design specifications for new and currently available production capabilities. Direct the certification of newly acquired or developed Department production systems, including software and equipment performance.
3. Perform analysis and planning to ensure the proper integration of current and planned Department production processes into an effective and efficient production system. Included is the definition of resources, manpower, and training associated with the technical objectives. Provide application software development and maintenance in support of the Department's production systems.
4. Establish and manage a Departmental Technical Development Program.
5. Conduct overall Departmental technical studies.
6. Coordinate and manage the Department's ADP studies, justification analyses, evaluations, and implementations.
7. Provide technical liaison and support development projects with other Center elements and HQ DMA. Perform staff studies and evaluate technical proposals for the Department.
8. Establish and manage a Departmental Equipment Procurement Program which includes appropriate background studies, analyses, justifications, and evaluations. Maintain inventory of and administer the property, and equipment for the Department.
9. Monitor DMA sponsored RDT&E programs of interest to the Department.
10. Establish production test procedures and insure that equipment and software being delivered from the R&D program, or through

contractual arrangements, meet the accuracy and throughput requirements necessary to support production.

15C

## NAVIGATION PUBLICATIONS DIVISION

Mission: Collect, evaluate, select write textual and prepare graphical information for new editions of Sailing Directions, Sailing Directions Changes, Fleet Guides, and Classified Sailing Directions. Devise, compute, prepare, and maintain electronic navigational aids. Conduct studies, evaluations, investigations and research in the physical sciences, electronic navigational systems and methods and on the theoretical and practical aspects of navigational problems. Provide operational navigational satellite data and techniques and support applications for military and commercial navigational requirements. Design and maintain various publications and tables of primary importance to the navigator. Provide technical information and navigational services to navigators generally on a worldwide basis.

15C1

### SAILING DIRECTIONS BRANCH

#### Functions:

1. Collect, evaluate, select, write textual material and prepare graphical information for new editions of Sailing Directions, Changes for Sailing Directions, World Port Index, and other navigational and related publications.
2. Edit textual and graphical material and coordinate print negatives for GPO printing.
3. Maintain data bank of source materials for all Branch publications covering all port, coastal, oceanic areas of the world.
4. Devise and develop new types of publications and methods for presenting data required by modern advanced navigation systems.
5. Plans production to meet requirements, and coordinate and supervise the production of new editions and changes of navigational publications.
6. Provide reference service for routes, distances, port information, and other data under the purview of the Branch.
7. Prepare and provide special reports and studies.
8. Provide alternate representatives on Working Party 53 of the Air Standardization Coordinating Committee.
9. Respond to user inquiries and conduct necessary investigations and evaluations of available LANDSAT coverage for use on Department products. Establish geodetic control of application data, convert

to usable navigational format and coordinate findings with Navigation and Hydrography Department.

15C2 SPECIAL NAVY SUPPORT BRANCH

Functions:

1. Monitor the research, procurement, analysis and evaluation, and sanitization of select source materials for the production of "Special Graphics" required by CNO in support of specialized operational missions: coordinate production and maintain close liaison with CNO, COMSUBLANT, COMSUBPAC, and other components involved in the preparation of "Special Graphics."
2. Collect, evaluate, select, write textual material, and prepare graphical information for classified Sailing Directions, Fleet Guides, Distances between Ports, and other navigational and related publications.
3. Plan production to meet requirements and coordinate and supervise production of Sailing Directions, classified Fleet Guides, and other special navigational publications.
4. Provide reference service for routes, distances, port information, and other data under the purview of the Branch.
5. Prepare and provide special reports and studies.
6. Maintain data bank of source materials for all Branch publications.

15C3 ELECTRONIC NAVIGATION BRANCH

Functions:

1. Study characteristics of existing electronic navigation system and compare and evaluate studies of their capabilities, limitations, accuracy, range, and reception.
2. Provide basic computations used in the selection of rates and pairs for electronic navigation systems.
3. Prepare basic data for electronic navigation coverage diagrams contained in catalogues, in electronic navigation tables and for portrayal on charts.
4. Analyze observations and operational reports related to electronic navigation systems.
5. Compile and prepare comprehensive technical reports and publications relating to the operation, evaluation and status of electronic navigation systems.

6. Provide technical information and assistance concerning electronic navigational systems for civilian, military and foreign users.

7. Provide technical navigational services and expertise as required to support navigational publications and charts, hydrographic and oceanographic surveys, research, and other operations.

8. Prepare and publish data for LORAN and Omega navigation tables.

9. Provide operational navigational satellite data and technical and support satellite applications for military and commercial navigational requirements. Make recommendations for Notice to Mariners pertaining to operational status of the satellite system. Compute and prepare for distribution the Monthly Alert data and quarterly Keplerian constants.

10. Compile and maintain system specifications, geodetic positions of transmitting sites and datums for electronic navigation systems.

11. Recommend and advise the undertaking of geodetic surveys for electronic navigation transmitting sites by DoD, DoT, and foreign governments.

12. Maintain liaison with Department of Transportation, DoD, Department of Commerce, and foreign governments on construction, and operational status of electronic navigation systems.

15C4

#### ILLUSTRATION & EDITORIAL BRANCH

##### Functions:

1. Design, develop, and prepare reproduction copy for graphics and illustrations required for navigational publications.

2. Convert photography, line drawings, and other illustrations into reproducible illustrations.

3. Devise and develop new illustrative techniques and procedures that will enhance the graphic display of information for safe navigation by mariners.

4. Design, prepare, and provide special graphic and illustrative materials.

5. Proof, perform editorial services, and prepare makeup pages of textual and graphic material prior to release for printing.

15D

MARITIME SAFETY DIVISION

Mission: Collect, evaluate, and compile all available worldwide navigational data for dissemination by early warning radio broadcasts, Notice to Mariners, List of Lights, Radio Navigational Aids and related manuals and publications. Provide liaison in navigational safety matters with the National Ocean Service, U.S. Coast Guard, Department of State, Naval Oceanographic Office and related government and civilian maritime activities, including foreign hydrographic offices and the International Hydrographic Organization. Provide navigational data to mariners generally through the most rapid means available, both manual and automated.

15D1

NAVIGATION INFORMATION BRANCH

Functions:

1. Collect, evaluate, select and write appropriate compilation manuscript for Notice to Mariners, List of Lights, Radio Navigational Aids and miscellaneous manuals and publications.
2. Perform in-process staff review of all compilation manuscripts prior to entry in the Automated Notice to Mariners System.
3. Compare all incoming foreign charts with existing DMA products to determine currency and adequacy of each product.
4. Maintain corrected, from the weekly Notice to Mariners, master copies of all Hydrographic charts in the Distribution System.
5. Make available, as required, corrected master standards of the above charts. Provide navigational hand correction tallies as input to the Product Maintenance System (PMS).
6. Examine and certify the adequacy and accuracy of master standards prior to being included in source packages.
7. Prepare chartlets required in the Notice to Mariners.

15D2

NAVIGATION SERVICE BRANCH

Functions:

1. Schedule and coordinate production of all Division products.
2. Perform an in-process staff review of all Division products and perform all functions necessary to turn manuscripts into plate-making quality negatives.
3. Perform necessary liaison, collection and evaluation of information to insure validity of material disseminated in Division products.

4. Provide necessary support to operate, program and maintain the Automated Notice to Mariners System.
5. Provide reference service for navigational safety, and other data, under the purview of the Branch.
6. Collect, evaluate and disseminate worldwide navigational data through the Early Warning Radio Broadcast System.
7. Serve as DMAHTC's focal point for recommended addition/deletion of chart depths. Resolve all letters of inquiry regarding sounding, shoals, breakers, and other unverified hydrographic data and coordinate with NAVOCEANO and appropriate fleet units to investigate validity of reported data.
8. Maintain, in a ready-reference mode, primary file copy of foreign and domestic charts and publications.
9. Prepare and disseminate Pilot Charts, articles, and Atlases, utilizing data from various internal and external sources such as NAVOCEANO, U.S. Coast Guard, and the National Climatic Center.
10. Collect and maintain all foreign Notice to Mariners, and administer the commercial contract for necessary translations.

**FIELD OFFICES  
DEPARTMENT**

16

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MANAGEMENT OFFICE

16A

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16A1

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16A2

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16 FIELD OFFICES DEPARTMENT

Mission: Produce topographic maps, aeronautical charts, hydrographic charts, prototype products, relief maps, and allied materials through the application of aerotriangulation, stereocompilation, map compilation, photo revision, photo mapping and color separation; compile imagery and terrain analysis data; provide technical review and guidance on cartographic work projects commercially contracted; increase the economy and efficiency of the field offices production processes through the application of technology.

16A PRODUCTION MANAGEMENT OFFICE

Mission: Provide production management to all field offices; coordinate, review and evaluate program assignments, production effort and resource utilization. Monitor techniques activities. Provide staff guidance and administrative support for department headquarters.

16A1 BRANCH I

Functions:

1. For large scale, small scale, City products and special products:

a. Analyze assigned production programs and manpower, and develop production plans for field office operations.

b. Assign production projects; identify and allocate resources; establish schedules in accordance with plans and monitor progress; establish and monitor production priority.

c. Review and validate field office production schedules and time estimates; coordinate and exercise staff supervision over field offices.

d. Prepare and submit cost and time estimates, production reports, and planning and programming information to PPO.

e. Direct the preparation of basic designs (prototype) for map and chart products as directed by PPO; assure that design and specification are modified to take advantage of improved production methods and procedures. Write product specifications.

f. Formulate the department's technical objectives; assess current capabilities; direct and monitor technical developments designed to satisfy these objectives.

g. Monitor the Cartographic Techniques Improvement Program.

h. Maintain close liaison with appropriate organizational elements on technical developments which are pertinent to the field offices.

2. Oversee and provide staff support for SAA and conventional mapping programs.

3. Provide support for the administrative programs such as E/P, Incentive Awards, Travel, Overtime, training and Affirmative Action Plans.

16A2    BRANCH II

Functions:

1. For medium scale, hydrographic, terrain analysis, and feature analysis products:

a. Analyze assigned production programs and manpower, and develop production plans for field office operations.

b. Assign production projects; identify and allocate resources; establish schedules in accordance with plan and monitor progress; establish and monitor production priority.

c. Review and validate field office production schedules and time estimates; coordinate and exercise staff supervision over field offices.

d. Prepare and submit cost and time estimates, production reports, and planning and programming information to PPO.

e. Direct the preparation of basic designs (prototype) for map and chart products as directed by PPO; assure that design and specification are modified to take advantage of improved production methods and procedures. Write product specifications.

2. Oversee and provide staff support for SAA and conventional mapping and charting contract programs.

3. Establish and maintain the automated MIS.

4. Develop, implement and monitor the Quality Control program.

16B    LOUISVILLE OFFICE

Mission: Prepare topographic, aeronautical and planimetric products and allied materials ready for reproduction by compilation and color separation methods; analyze imagery extract feature analysis data for preparation of data bases; produce special topographic products of terrain data to support special military activities and operations; monitor and inspect commercially contracted cartographic

work; and provide ADP expertise to the Department's cartographic program as related to mapping and weapons system requirements.

Functions:

1. Review and evaluate new technological developments in the fields of photoscience, cartography, photogrammetry and ADP processing which have application for accomplishing the mission of the department.
2. Plan and monitor tests to evaluate the feasibility of new concepts, equipment, procedures and processes; coordinate activities for the implementation of new equipment procedures and processes in the field offices.

16B1 ADMINISTRATIVE DIVISION

Functions:

1. Conduct the labor management relations program with policy guidance from the Center's Labor Management Relations Staff.
2. Monitor personnel activities to remain cognizant of status; insure proper meshing of personnel efforts and LUO efforts.
3. Coordinate office service functions with the SSO and his staff in support of the operation of the SCIF.
4. Within limitations specified by the Center Contracting Officer, procure supplies, equipment, and services by requisition or purchase and distribute to users; monitor automated supply management system and dispose of excess property when appropriate.
5. Manage various administrative programs which include records management, forms management, travel, fiscal control, safety, savings bonds, maintenance of a regulatory document file, transportation, budgeting, fund drives, workers' compensation, occupational health programs, mail and file, and office services.
6. Arrange support services through agreements with the Corps of Engineers and Ft. Knox and through Reimbursable Work Authorizations (RWA) with GSA.

16B2 PRODUCTION MANAGEMENT OFFICE

Functions:

1. Plan, schedule, assign, manage, and control projects; exercise production and quality control of office products; and provide liaison with other DMA production elements.

2. Prepare and submit production reports and planning information to Department Headquarters.
3. Maintain a central technical reference library and central technical correspondence file.
4. Perform final acceptance check of all map products, assemble materials on completed projects and prepare them for shipment.

16B3 TECHNIQUES OFFICE

Functions:

1. With policy guidance from the HTC Systems and Techniques Directorate, generate RDT&E requirement statements reflecting the future technological needs of the Field Office. Advise the Field Office Department on all matters relating to advancing technology.
2. In coordination with the HTC Systems and Techniques Directorate manage and execute those aspects of RDT&E efforts assigned to the Techniques Office.
3. Continuously monitor, analyze, and model the technological state of the Field Office production system for the purpose of identifying areas for potential improvement in productivity, effectiveness, and/or efficiency. Prepare and staff sound, scientific reports reflecting these analyses, and proposed solutions.
4. Prepare Techniques Improvement Program (TIP) for proposed improvement to the production system and submit to the HTC System and Techniques Directorate for approval.
5. Manage and execute assigned TIP reports on status, progress, resource expenditures, etc., in accordance with existing policies.
6. Develop and manage the preparation of the Field Offices' requirements for the Investment Procurement Program.
7. Coordinate technical development activities with other Techniques Offices, the HTC System and Techniques Directorate, and other appropriate organizational elements.
8. Administer the Effectiveness/Productivity Program.

16B4 PHOTOGRAPHIC DIVISION

Functions:

1. Furnish photographic reproduction of map sources, manuscripts, and related compilation materials for the production operations.

2. Prepare contract or reversal film positives and negatives and color proofs of reproduction quality from color separation operations.
3. Process map, chart and photo images onto a variety of photographic products including paper, film, and plastics.
4. Prepare vignettes and reversal negatives for final reproduction.

16B5 MAPPING/CHARTING DIVISION I

16B51 BRANCH I

16B52 BRANCH II

16B53 BRANCH III

16B54 BRANCH IV

Functions:

1. Analyze project materials and determine technical procedures to be used.
2. Compile and/or revise topographic maps and hydrographic and aeronautical charts and specialized cartographic products through the use of all available source materials employing various cartographic techniques and equipment.
3. Color separate and prepare reproduction negatives ready for printing.
4. Review contract work for acceptance and prepare for reproduction.
5. Perform in-house quality control of products produced.

16B6 MAPPING/CHARTING DIVISION II

16B61 BRANCH I

Functions:

1. Analyze project materials and determine technical procedures to be used.
2. Compile and/or revise topographic maps and aeronautical charts and specialized cartographic products through the use of all available source materials employing various cartographic techniques and equipment.

3. Review contract work for acceptance and prepare for reproduction.

4. Color separate and prepare final reproduction negatives for printing.

5. Perform in-process quality control of products produced.

16B62 BRANCH II

16B63 BRANCH III

16B64 BRANCH IV

Functions:

1. Perform predigital compilation.

2. Analyze project materials and determine technical procedures to be used.

3. Compile and/or revise topographic maps using first and second order photogrammetric instruments.

4. Compile and/or revise topographic maps, hydrographic and aeronautical charts and specialized cartographic products through the use of all available source materials employing various cartographic techniques and equipment.

5. Review contract work for acceptance and prepare for reproduction.

6. Color separate and prepare final reproduction negatives for printing.

7. Perform in-process quality control of products produced.

16B7 IMAGERY ANALYSIS DIVISION

16B71 BRANCH I

16B72 BRANCH II

16B73 BRANCH III

16B74 BRANCH IV

16B75 BRANCH V

Functions:

1. Analyze project materials and determine technical procedures to be used.
2. Analyze images and identify the natural and cultural landscape both graphically and textually for the production of digital culture and terrain data bases for use in weapons and similar systems.
3. Provide quality control of feature manuscripts and appropriate coding tables prior to digitization.

16B8 TERRAIN ANALYSIS DIVISION

16B81 BRANCH I

16B82 BRANCH II

16B83 BRANCH III

Functions:

1. Analyze project materials, develop methodology and produce data bases of topographic features.
2. Produce tactical terrain data for ground operations.
3. Produce prototype topographic products designed to support special military activities and operations.
4. Perform in-process quality control of products produced.

16C PROVIDENCE OFFICE

Mission:

Prepare topographic, hydrographic, aeronautical, and planimetric products and allied materials ready for reproduction by stereophotogrammetric and/or map compilation and color separation methods.

Functions:

1. Review and evaluate new technological developments in the fields of photoscience, cartography, photogrammetry and ADP processing which have application for accomplishing the mission of the department.
2. Plan and monitor tests to evaluate the feasibility of new concepts, equipment, procedures and processes; coordinate activities for the implementation of new equipment procedures and processes in the field offices.

16C1 ADMINISTRATIVE DIVISION

Functions:

1. Within limitations specified by the Center Contracting Officer, procure supplies, equipment and services by requisition or purchase and distribute to users; monitor automated supply management system and dispose of excess property when appropriate.
2. Manage various administrative programs which include records management, forms management, travel, fiscal control, safety, savings bonds, maintenance of a regulatory document file and transportation.
3. Furnish office services and administer the mail and file system.

16C2 PRODUCTION MANAGEMENT OFFICE

Functions:

1. Plan, schedule, assign, manage, and control projects; exercise quality control of office products; and provide liaison between PVO and other DMA production elements.
2. Prepare and submit production reports and planning information to Department Headquarters.
3. Maintain a central technical reference library and central technical correspondence file.
4. Perform final acceptance check of all map products, assemble materials on completed projects and prepare them for shipment.
5. Conduct the equipment maintenance program.
6. Develop, monitor and evaluate office Quality Assurance Program for all map and chart products.
7. Prepare input data and maintain the office's automated management information system.
8. Monitor and inspect commercial or other Government contract mapping assignments.
9. Perform production analysis and statistical data review to support product production standards.

16C3 TECHNIQUES OFFICE

Functions:

1. Develop Department and pertinent FO plans to enhance productivity and eliminate shortfalls and deficiencies through initiation of projects in Techniques Improvement Program (TIP).
2. Establish and manage a Techniques Improvement Program.
3. Develop and manage the Investment/Procurement Program assessing its current capability and determining advanced equipment configurations.
4. Prepare design and performance specifications and economic analyses to support the equipment purchases. Schedule equipment procurement, design acceptance tests and evaluate performance against the acceptance criteria.
5. Provide justifications, analyses and evaluations for procurement of equipment and ADP products.
6. Coordinate activities with HTC relevant staff and line elements to assure standardization and compatibility of equipment.
7. Provide site preparation plans and coordinate construction of facilities and installation of new equipment.
8. Prepare equipment and ADP design specifications for acquisition of new off-the-shelf hardware/software, and provide technical monitorship of resulting contracts by serving as Contracting Officer's Representative (COR).
9. Prepare reports to document all investigations, TOPA, studies, tests and evaluations performed.

16C4 PHOTOGRAPHIC DIVISION

Functions:

1. Furnish photographic reproduction of map and chart sources, manuscripts and related compilation materials to production operations.
2. Prepare contact or reversal film positives and negatives and color proofs of reproduction quality from color separation manuscripts.
3. Prepare glass and film diapositives for use in photogrammetric instruments; make contact and/or rectified prints from negatives.
4. Process map and chart and photo images onto a variety of photographic products including paper, film and plastics.

5. Accomplish rectification of maps and charts and aerial photography.

6. Prepare vignettes, halftone, composite and reversal negatives for final reproduction.

16C5 MAPPING/CHARTING DIVISION I

16C51 BRANCH I

16C52 BRANCH II

16C53 BRANCH III

16C54 BRANCH IV

Functions:

1. Analyze project materials and determine technical procedures to be used.

2. Compile and/or revise topographic maps, hydrographic and aeronautical charts and specialized cartographic products through the use of all available source materials employing various cartographic techniques and equipment.

3. Prepare shaded relief drawings.

4. Perform predigital compilation.

5. Color separate and prepare reproduction negatives ready for printing.

6. Review contract work for acceptance and prepare for reproduction.

7. Perform in-process quality control of products produced.

8. Develop and conduct new employee orientation course for all new cartographic hires.

16C6 MAPPING/CHARTING DIVISION II

16C61 BRANCH I

16C62 BRANCH II

16C63 BRANCH III

16C64 BRANCH IV

Functions:

1. Analyze project materials and determine technical procedures to be used.

2. Compile and/or revise topographic maps, hydrographic maps and aeronautical charts and specialized cartographic products through the use of all available source materials employing various cartographic techniques and equipment.
3. Review and correct contract work and prepare for negative reproduction.
4. Prepare shaded relief drawings.
5. Perform in-house quality control of products produced.

16C7 PHOTOGRAMMETRIC DIVISION

16C71 BRANCH I

16C72 BRANCH II

16C73 BRANCH III

Functions:

1. Analyze project materials and determine technical procedures to be used.
2. Prepare preliminary materials, including projection, grid, and control plots.
3. Compile and revise topographic maps photogrammetrically.
4. Perform in-process quality control of products produced.

16C8 HYDROGRAPHIC DIVISION

16C81 BRANCH I

16C82 BRANCH II

16C83 BRANCH III

Functions:

1. Analyze project materials and determine technical procedures to be used.
2. Compile and/or revise hydrographic charts through the use of all available source materials employing various cartographic techniques and equipment.
3. Color separate and prepare final reproduction materials ready for printing.

4. Review, and correct contract work negative for reproduction.
5. Perform in-process quality control of products produced.

16D SAN ANTONIO OFFICE

Mission: Prepare topographic, aeronautical and planimetric products and allied materials ready for reproduction by aerotriangulation, stereophotogrammetric and/or compilation and color separation methods; and, provide cartographic expertise to the Department's program as related to mapping and weapons system requirements.

Functions:

1. Review and evaluate new technological developments in the fields of photoscience, cartography, photogrammetry and ADP processing which have application for accomplishing the mission of the department.
2. Plan and monitor tests to evaluate the feasibility of new concepts, equipment, procedures and processes; coordinate activities for the implementation of new equipment procedures and processes in the field offices.

16D1 ADMINISTRATIVE DIVISION

Functions:

1. Maintain agreements with Fort Sam Houston for support activities to include facilities maintenance, communications, minor construction and alterations, self service supply and utilities.
2. Within limitations specified by the Center's Contracting Officer, procure supplies, equipment, and services by requisition or purchase and distribute to users; monitor automated supply management system and dispose of excess property when appropriate.
3. Manage various administrative programs which include records management, forms management, travel, fiscal control, safety, savings bonds, maintenance of a regulatory document file, and transportation.
4. Furnish office services and administer the mail and file system.

16D2 PRODUCTION MANAGEMENT OFFICE

Functions:

1. Plan, schedule, assign, manage, and control projects; exercise quality control of office products and provide liaison between SXO and other DMA production elements.

2. Prepare and submit production reports and planning information to Department Headquarters.
3. Maintain a central technical reference library and central technical correspondence file.
4. Perform final acceptance check of all map products, assemble materials on completed projects and prepare them for shipment.
5. Prepare input data and maintain the office's automated management information systems.
6. Monitor and inspect commercial or other government contract mapping assignments.

16D3

### TECHNIQUES OFFICE

#### Functions:

1. With policy guidance from the HTC Systems and Techniques Directorate, generate RDT&E requirement statements reflecting the future technological needs of the Field Office. Advise the Field Office Department on all matters relating to advancing technology.
2. In coordination with the HTC Systems and Techniques Directorate manage and execute those aspects of RDT&E efforts assigned to the Techniques Office.
3. Continuously monitor, analyze, and model the technological state of the Field Office production system for the purpose of identifying areas for potential improvement in productivity, effectiveness, and/or efficiency. Prepare and staff sound, scientific reports reflecting these analyses, and proposed solutions.
4. Prepare Techniques Improvement Program (TIP) for proposed improvement to the production system and submit to the HTC System and Techniques Directorate for approval.
5. Manage and execute assigned TIP reports on status, progress, resource expenditures, etc. in accordance with existing policies.
6. Develop and manage the preparation of the Field Offices' requirements for the Investment Procurement Program.
7. Coordinate technical development activities with other Techniques Offices, the HTC System and Techniques Directorate, and other appropriate organizational elements.
8. Administer the Value engineering, cost reduction and effectiveness/productivity programs.

16D4 PHOTOGRAPHIC DIVISION

Functions:

1. Furnish photographic reproduction of map and chart sources, manuscripts and related compilation materials for the production operations.
2. Prepare contact or reversal film positives and negatives and color proofs of reproduction quality from color separation manuscripts.
3. Prepare glass and film diapositives for use in photogrammetric instruments; make contact and/or rectified prints from negatives of aerial photography.
4. Process map, chart and photo images onto a variety of photographic products including paper, film and plastics.
5. Prepare vignettes, picto and halftone, composite and reversal negative for final reproduction.
6. Prepare orthophoto negatives using contact orthophoto prints.

16D5 MAPPING/CHARTING DIVISION I

16D51 BRANCH I

16D52 BRANCH II

16D53 BRANCH III

16D54 BRANCH IV

Functions:

1. Analyze project materials and determine technical procedures to be used.
2. Compile and/or revise topographic and hydrographic maps, aeronautical charts and specialized cartographic products through the use of all available source materials employing various cartographic techniques and equipment.
3. Prepare photomaps and pictomaps.
4. Prepare pictorial shaded relief drawings for incorporation into final map products.
5. Color separate and prepare final reproduction negatives ready for printing.

6. Perform in-process quality control of products produced.

16D55 BRANCH V

16D56 BRANCH VI

Functions:

1. Analyze project materials and determine technical procedures to be used.
2. Compile and/or revise topographic maps, hydrographic and aeronautical charts and specialized cartographic products through the use of all available source materials employing various cartographic techniques and equipment.
3. Prepare photomaps and pictomaps.
4. Prepare pictorial shaded relief drawings for incorporation into final map products.
5. Color separate and prepare final reproduction negatives for printing.
6. Perform in-process quality control of products produced.

16D6 MAPPING/CHARTING DIVISION II

16D61 BRANCH I

16D62 BRANCH II

16D63 BRANCH III

16D64 BRANCH IV

Functions:

1. Analyze project materials and determine technical procedures to be used.
2. Compile and/or revise topographic maps, hydrographic and aeronautical charts and specialized cartographic products through the use of all available source materials employing various cartographic techniques and equipment.
3. Prepare photomaps and pictomaps.
4. Color separate and prepare final reproduction negatives ready for printing.

5. Prepare pictorial shaded relief drawings for incorporation into final map products.

6. Perform in-process quality control of products produced.

16D65 BRANCH V

16D66 BRANCH VI

Functions:

1. Analyze project materials and determine technical procedures to be used.

2. Compile and/or revise topographic maps, hydrographic and aeronautical charts and specialized cartographic products through the use of all available source materials employing various cartographic techniques and equipment.

3. Prepare pictorial shaded relief drawings for incorporation into final map products.

4. Perform in-process quality control of products produced.

5. Color separate and prepare final reproduction materials ready for printing.

16D7 PHOTOGRAMMETRIC DIVISION

16D71 BRANCH I

16D72 BRANCH II

16D73 BRANCH III

16D74 BRANCH IV

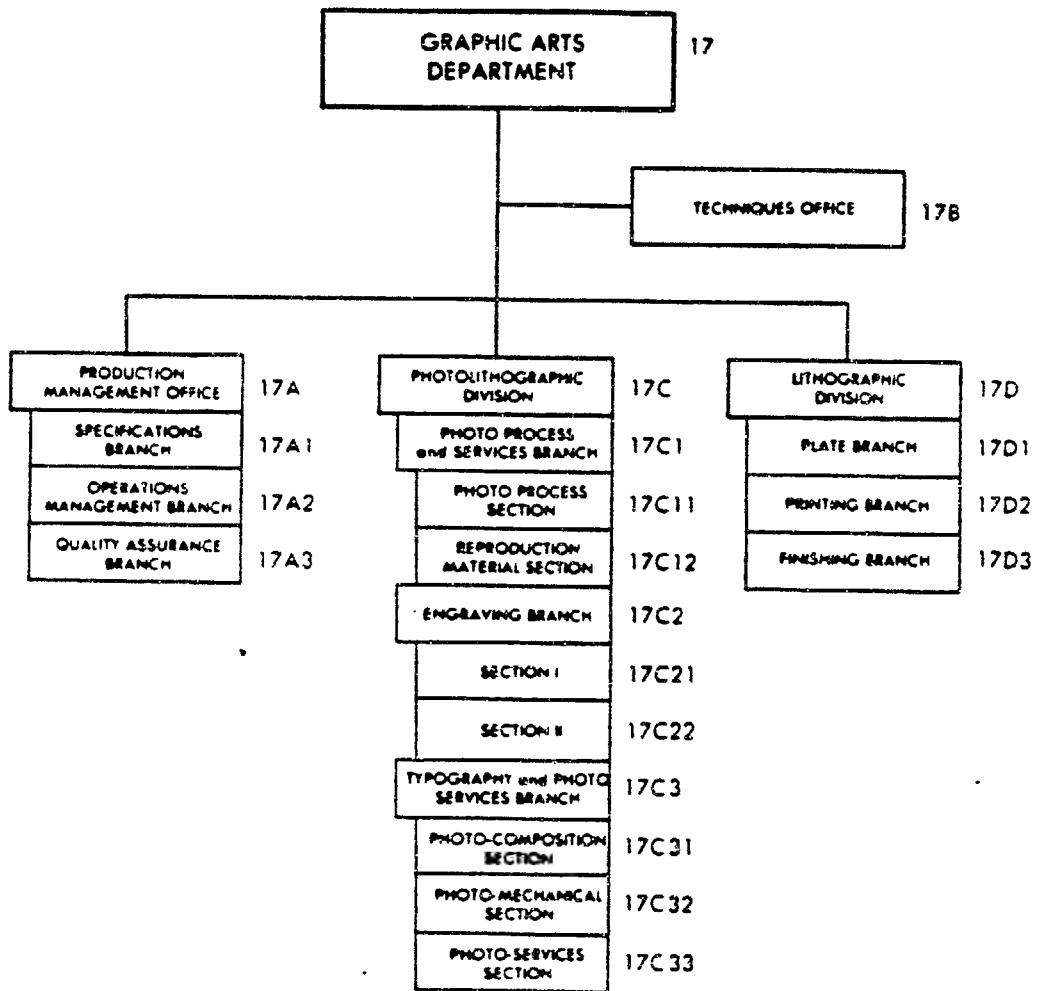
Functions:

1. Analyze project materials and determine technical procedures to be used.

2. Perform extremely accurate photogrammetric mensuration using high precision photogrammetric instrumentation.

3. Using rigid mathematical concepts and digital computers, adjusts the measured data to establish photograph position and attitudes and for establishing the object space positions of selected images on the photographs.

4. Perform stereocompilation for the recording of planimetric and topographic features for use in the construction of orthophotographs, maps and map related products.
5. Conduct preassignment training courses in aerotriangulation and stereocompilation.
6. Develops new techniques and procedures as required for new and unique project assignments.
7. Perform in-process quality control of products produced.
8. Conduct the equipment maintenance program.



17 GRAPHIC ARTS DEPARTMENT

Mission: Print charts, maps, and related products to fulfill validated requirements. Provide photographic and, lithographic, and administrative printing support services for HTC.

17A PRODUCTION MANAGEMENT OFFICE

Mission: Develop, implement and control production programs.

17A1 SPECIFICATIONS BRANCH

Functions:

1. Evaluate material submitted for reproduction.
2. Prepare printing requirement specifications and estimates for photo lithographic assignments.
3. Initiate production assignments for reproduction facilities.
4. Initiate or review reproduction service requests.

17A2 OPERATIONS MANAGEMENT BRANCH

Functions:

1. Plan, schedule, assign, manage and control production assignments and projects.
2. Review and analyze production status; direct corrective action.
3. Establish and maintain the Department's Automated MIS, Scheduling and Reporting Systems.
4. Administer and coordinate requirements for overtime, training, travel, ADP open shop, supply and equipment maintenance.
5. Manage the Department's physical and Technical Security Programs.
6. Execute and coordinate requirements for administrative and managerial programs such as Affirmative Action, EEO, E/P and necessary budgets to support GA activities.
7. Participate in the development of the MC&G Program, Mid- and Long-Range Center Plans.
8. Monitor and maintain the Department's production and productivity reporting systems; prepare studies and consolidated reports for the Department and Center Directorates.

17A3 QUALITY ASSURANCE BRANCH

Functions:

1. Conduct quality assurance inspections of printed products.
2. Prepare technical and administrative graphics, displays, and layouts for the Department.
3. Maintain and control the Center's Master Process Screen activity.
4. Monitor the Department's technical requirements and schedules for commercial contractor map and chart services.

17B TECHNIQUES OFFICE

Mission: Enhance Center and Department effectiveness and productivity through improved systems, techniques, processes and procedures. Execute and control departmental activities concerned with advanced technological improvements; conduct product and material development and testing programs. Develop and administer quality control standards.

Functions:

1. Establish photolithographic quality requirements, develop material standards, prepare specifications.
2. Develop plans and accomplish test and investigations concerning new or improved visual and graphic communication processes, techniques, materials and equipment for the preparation of type and reproduction of maps, charts and related materials; recommend actions based on these tests and evaluations.
3. Establish, implement, and monitor or participate in departmental engineering application for the technical improvement of methods, equipment materials.

17C PHOTOLITHOGRAPHIC DIVISION

Mission: Produce photolithographic products required in the reproduction of maps, charts, publications, and related items. Provide photographic and typographic services and products to support the HTC programs and other government agency requirements.

17C1 PHOTO PROCESSES AND SERVICES BRANCH

17C11 PP TO PROCESSES SECTION

Functions:

1. Operate a variety of photgraphic equipment using various processes, and techniques to produce printed maps and related items.
2. Produce rectified film negatives and positives required for the lithographic printing of maps and related items.
3. Produce master negatives and positives of tint screens on photographic film and provide precise duplicates for reproduction utilization.
4. Produce composit and vignette negatives for final reproduction.
5. Produce continuous tone negatives of three dimensional models for terrain embossing.
6. Produce halftone reproduction negatives from the color-separated continuous tone materials provided.

17C12 REPRODUCTION MATERIAL SECTION

Function:

Produce duplicate sets of reproduction material for file, and distribution and lithographic printing by other commands, agencies, and allied foreign governments.

17C2 ENGRAVING BRANCH

17C21 SECTION I

17C22 SECTION II

Functions:

1. Accomplish negative engraving, operations for correcting, revising, and maintaining the repromat materials used for printing maps, charts, and MC&G Graphics.
2. Plan and perform the most efficient methods or techniques to incorporate information on negatives or intermediate material.
3. Perform preliminary and final preparation of all map, chart, publication, and MC&G repromat negatives by engraving, registering, paneling, stripping and opaquing negatives for proving or plating.
4. Prepare all repromat materials using appropriate template to provide exact registration for multiple sheet printing.
5. Create color separation tint mask negatives for reproduction.

6. Prepare new or revised reproducibles, accurately plotting corrections, positioning strip film and insuring exact registration.
7. Conduct a complete in-process edit to verify the accuracy, completeness, and printing quality of the reproducibles of each map, chart or graphic before plating.
8. Provide reproduction services and support to accomplish Special Activities Area mission assignments.

17C3 TYPOGRAPHY AND PHOTO-SERVICES BRANCH

Functions:

Provide typographic services and products to support the DMA Hydrographic and topographic programs and other government agency requirements.

17C31 PHOTO-COMPOSITION SECTION

Functions:

1. Provide electronic photocomposition services.
2. Maintain reference copies of scientific and technical publications.

17C32 PHOTO-MECHANICAL SECTION

Functions:

1. Provide photomechanical services, including film processing, required to produce typographic products essential to the production of printed maps, charts and related items and technical publications.
2. Provide metal engraving and specialized typographic services for mission support programs.
3. Establish and maintain quality standards for the Section.

17C33 PHOTO-SERVICES SECTION

Functions:

1. Produce dylux and B/W proofs, camera negatives and positives, contact negatives and positives and paper copies used in the preparation of materials for map and chart compilation/reproduction.
2. Produce color and B/W visual aid products, diazo copies, metal photo products, micro-map reproductions and color proofs.

17D LITHOGRAPHIC DIVISION

Mission: Produce multicolor maps, charts and publications of a quality and quantity that satisfactorily meet users requirements. Provide other lithographic services as required.

17D1 PLATE BRANCH

Functions:

1. Accomplish operations required in processing, proofing, revising and transferring images onto metal and plastic.
2. Process positive and negative images on varied substrates to produce metal press plates, proofs, presensitized strips, etched plates and rub ons for scribing.
3. Inspect metal press plates.

17D2 PRINTING BRANCH

Function:

1. Print by offset lithography, multicolor maps, charts, plastic maps and related items to meet Center requirements.
2. Accomplish duplicating services using small offset presses, camera and platemaking equipment and copying systems for administrative type services.

17D3 FINISHING BRANCH

Function:

Assemble and prepare maps, charts, publications, and intelligence products for distribution and accomplish specialized finishing operations for unique products.

DEFENSE MAPPING AGENCY  
HYDROGRAPHIC/TOPOGRAPHIC CENTER

TABLE I

FISCAL YEAR 1986  
RECAPITULATION OF MANPOWER SPACES  
BY CATEGORY, SERVICE, AND GRADE

	A	N	AF	MC	TOTAL
<b>OFFICERS</b>					
O-6	3	3	2	-	8
O-5	3	1	4	-	8
O-4	10	8	8	-	26
O-3	2	-	13	-	15
O-2	-	-	8	-	8
WO	2	-	-	1	3
 <b>TOTALS</b>	 20	 12	 35	 1	 68
<b>ENLISTED</b>					
E-9	1	-	2	-	3
E-8	-	-	5	-	5
E-7	2	-	12	-	14
E-6	1	-	27	-	28
E-5	3	-	26	-	29
E-4	-	-	17	-	17
 <b>TOTALS</b>	 7	 -	 89	 -	 96
<b>MILITARY</b>					
<b>TOTALS</b>	27	12	124	1	164
<b>CIVILIAN</b>					
US					3970
 <b>GRAND</b>					
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**DEFENSE MAPPING AGENCY  
HYDROGRAPHIC/TOPOGRAPHIC CENTER**

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